
Shopify APP

Store Supply Chain Management

Supply Chain Management	Inbound Inventory Orders Outbound
------------------------------------	--

User Guide

Confidential Document



Planning Execution Analytics



Content

1	Introduction.....	4
1.1	Overview	4
1.2	User Guide Organization.....	6
2	Buylaptop Shopify Store	7
2.1	Buylaptop Shopify Store.....	7
2.2	My Distribution Center.....	9
3	Install Store SCM App	10
3.1	Install Store SCM App	10
3.2	Login to Store SCM App.....	16
4	Concepts and Terminologies.....	19
4.1	Overview	19
4.2	Who own the products? – Warehouse Client.....	19
4.3	What are the products you want to manage? – Item	20
4.4	What are the products you want to manage? – Warehouse Location	24
4.5	Who supply the products to your Warehouse/DC? – Supplier	32
4.6	Who buy the products and you deliver to? – Customer	33
4.7	How you receive the products to your Warehouse/Distribution Centre? – ASN.....	33
4.8	How you pick the products and deliver them from your Warehouse/DC? – Delivery Order	34
5	Setup Master Data	35
5.1	Overview	35
5.2	Set up Warehouse Locations	35
5.3	Set up Quality Assurance (QA) codes	49
5.4	Setup Business Partner.....	52
6	Inventory	57
6.1	Overview	57
6.2	Relocation	66
7	Process Shopify Orders.....	73
7.1	Overview	73
7.2	Shopify Customer Place Online Order.....	74



7.3	Store SCM App Generate Delivery Order	77
7.4	Warehouse Picker Releases Delivery Order	81
7.5	Picker Picks Products with Picking List	87
7.6	Picker Confirms the Picking List	87
7.7	Dispatch Delivery Order	91
7.8	Store SCM App Updates Fulfillment Status of Shopify Order	95
8	Receiving	98
8.1	Overview	98
8.2	Create Receiving Order	99
8.3	Receiving (i.e. Acceptance)	108
8.4	Put-away	127
8.5	What happen to my Shopify Inventory after Put-away	133
9	Summary	135
9.1	Overview	135
9.2	Change 1	135
9.3	Change 2	136
9.4	Roadmap	136



1 Introduction

1.1 Overview

Common Challenges Faced by Shopify Store Owners

- When your customers place orders on your Shopify stores, you receive email notifications and most probably will forward the email to your distribution center (or warehouse, or even the store room in your house) for picking, packing, and shipping.
- When you receive products from your suppliers to your distribution center, you need to manually update the Shopify store inventory.
- If you sell your products via other channels (distribution, brick and mortar stores, other e-marketplaces), you need also manually update the inventory in Shopify.
- If you have a sizeable distribution centers or a few distribution centers, it is impossible to manage them manually or with excel spreadsheets.

The Solution

The Store Supply Chain Management Shopify APP (“**Store SCM APP**”) is designed to bridge the gap between online shops such as Shopify stores with backend logistics execution. What is Store SCM APP? **Store SCM APP** are a group of software solutions which you can manage your inventory, order fulfillment, warehouses/distribution centers. It comprises of the following software systems.

- an Inventory Management System which acts as a central inventory system for all your business channels.
- a Warehouse Management System which can be used to manage all the activities (receiving, picking, packing, shipping, cycle count, stocktaking etc.) in your warehouse, distribution centers, fulfillment centers.
- a Store Management System for Shopify.
- a Mobile APP (available for both Android and iOS platform). **Please note this Mobile APP is not available in current release and it will be available in future release.**

The following diagram illustrates how the Store SCM APP manages your Shopify store.



1. Customers place order on Shopify online webstore.
2. Store Management System (one of the software system of **Store SCM App**) retrieves the customer sales orders from Shopify.
3. Store Management System transfers customer sales orders to Warehouse Management System (one of the software system of **Store SCM App**).
4. Warehouse/Distribution/Fulfillment Center operators process the customer sales orders (release orders, picking, and packing).
5. Warehouse/Distribution/Fulfillment Center delivers (by own or engage third party delivery service providers) to the customers.



6. Warehouse/Distribution/Fulfillment Center receive products via Warehouse Management System. Upon receipt of products to storage locations, Store Management System will be notified and **automatically update products inventory in Shopify**.
7. Warehouse/Distribution/Fulfillment Center can also pick products and deliver to other non-Shopify customers (more often than not, Shopify store owners sell products via multiple channels, such as brick and mortar stores or other e-marketplaces). Upon delivery of products to other non-Shopify customers, Store Management System will be notified and **automatically update products inventory in Shopify**.
8. Warehouse/Distribution/Fulfillment Center can perform other activities (cycle count, relocation, replenishment, etc.) using Warehouse Management System.
9. The Mobile APP (one of the software system of **Store SCM App**) communicates with Inventory/Warehouse Management System. It can provide functionalities such as checking stock level, checking order status to Shopify owners.
10. Other than Shopify, our **Store SCM App** can manage other e-commerce systems (be it your own webstore or e-marketplaces such as Amazon, Lazada, etc.).
11. Our **Store SCM App** can integrate seamlessly with your other business systems such as ERP, accounting, POS etc.

1.2 User Guide Organization

Chapter 2 will describe a fictitious Shopify store and the structure of its distribution center.

Chapter 3 will show you how to install Store SCM App, and access methods.

Chapter 4 will illustrate some basic concepts used in our Store SCM App. This chapter prepares you for the subsequent user manuals.

Chapter 5 will provide user guide for setting up your warehouse master data after install the Store SCM App.

Chapter 6 will focus on inventory/stock representation in Store SCM App and how Store SCM App initializes your Shopify.

Chapter 7 will process Shopify orders in Store SCM App. It shows you how you process your Shopify online consumer orders in Store SCM App system.

Chapter 8 will show you how to do receiving via Store SCM App. After receiving to your warehouse/DC, your Shopify products inventory will be automatically updated.

Chapter 9 will summarize what changes you need to make after install the Store SCM App.



2 Buylaptop Shopify Store

2.1 Buylaptop Shopify Store

Buylaptop Shopify store (**buylaptop.myshopify.com**) is Shopify development store, we use it to illustrate how to run our Store SCM App to manage your Shopify store and your backend warehouse/distribution center.

In this store, I have two products, 'Dell Laptop' and 'Macbook Laptop', their inventory are 50 and 100 respectively.

All Products				
Filter products ▾ 🔍 Start typing to search for products...				
☐	Product ▴	Inventory	Type	Vendor
☐	 Dell Laptop	50 in stock	Laptop	buylaptop
☐	 Macbook Laptop	100 in stock	Laptop	buylaptop

For each product, I define their corresponding SKU codes too.

Products / Dell Laptop

SKU (Stock Keeping Unit)

SKU-DELL-M6500

Products / Macbook Laptop

SKU (Stock Keeping Unit)

SKU-MACBOOK-17



In your Shopify store, you can have your own naming convention of your product SKU codes.

This is the current products and their inventory, and I manage everything manually. When I have new inventory, I need to login to my Shopify administration account to update their inventory. When I have customers from Shopify, I need to manually print out the orders and manually pick/pack and deliver them. And when the products are picked for other non-Shopify orders (example, I might sell these two products on Amazon e-marketplaces too), I need to login to Shopify administration account again and update my Shopify inventory.

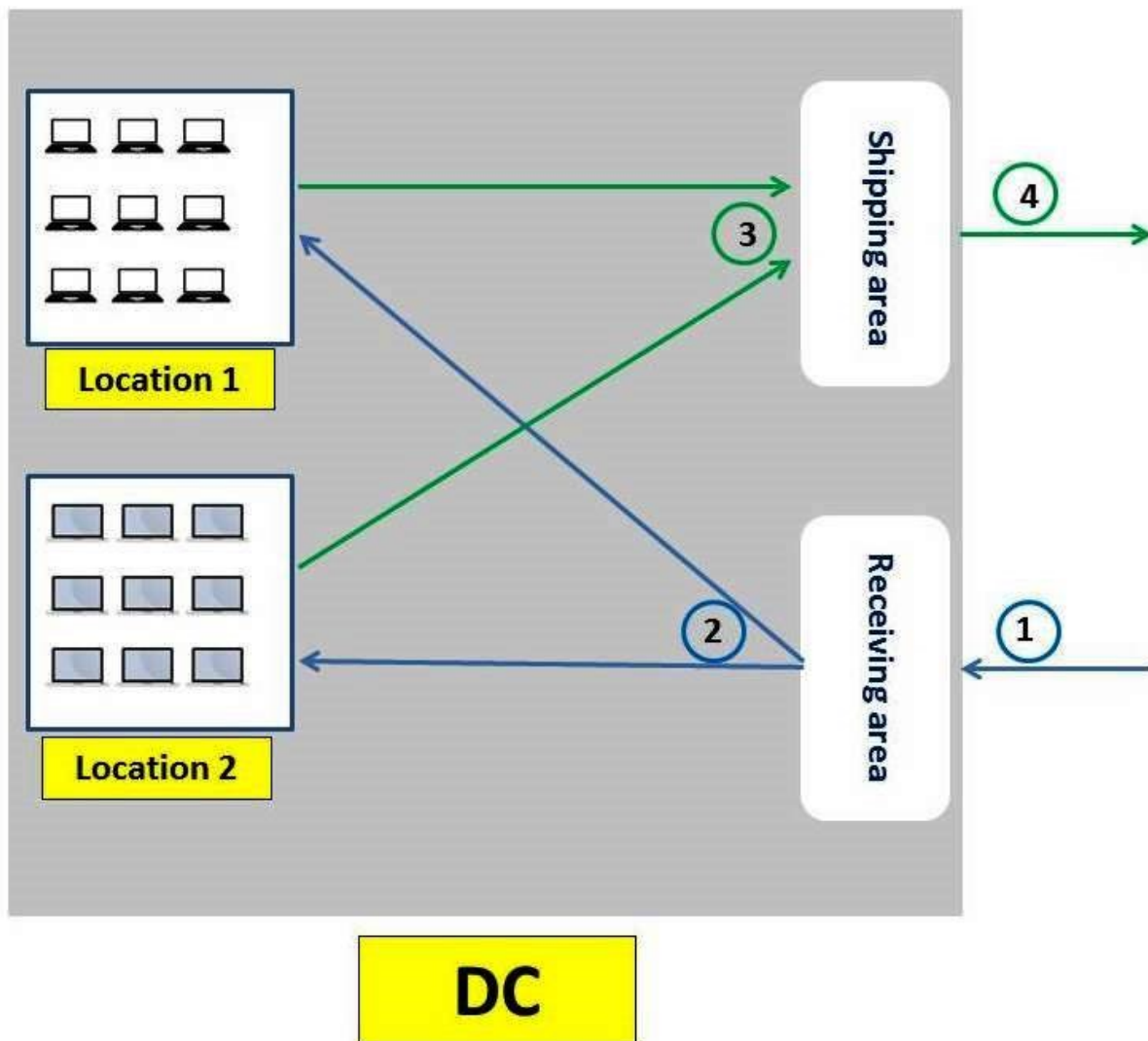
In the next section, I will share with you my really small backend distribution center (DC) looks like. It is used to illustrate how Shopify owners can run the Warehouse Management System (one of the software system of **Store SCM App**) to manage their warehouse/distribution center/fulfillment centers.



2.2 My Distribution Center

I have one distribution center (DC) to store the two products I sell on my buylaptop Shopify store. This DC has the following physical structure,

- a temporary **Receiving area** for temporary storage of products when receive them from suppliers to the DC.
- two bulk locations, **Location 1** and **Location 2**. Location 1 is used to store the Dell laptops; Location 2 is used to store Macbook laptops.
- a temporary **Shipping area** for temporary storage of products which are picked to fulfill Shopify orders, these products will be delivered to Shopify online consumers.





1. Suppliers deliver products to my distribution center. After quality checking and count quantities, products are stored in the **Receiving area** temporarily.
2. Products are put-away to their locations. In this case, Dell laptops are put-away to **Location 1**; Macbook laptops are put-away to **Location 2**.
3. Once receive a Shopify online order, pick the products for the order and bring the products to the **Shipping area** for delivery.
4. Products are delivered to the online consumer.

I perform above activities manually with Excel spreadsheets before install **Store SCM App**. After install **Store SCM App**, I will manage entire DC operations with its Warehouse Management System.

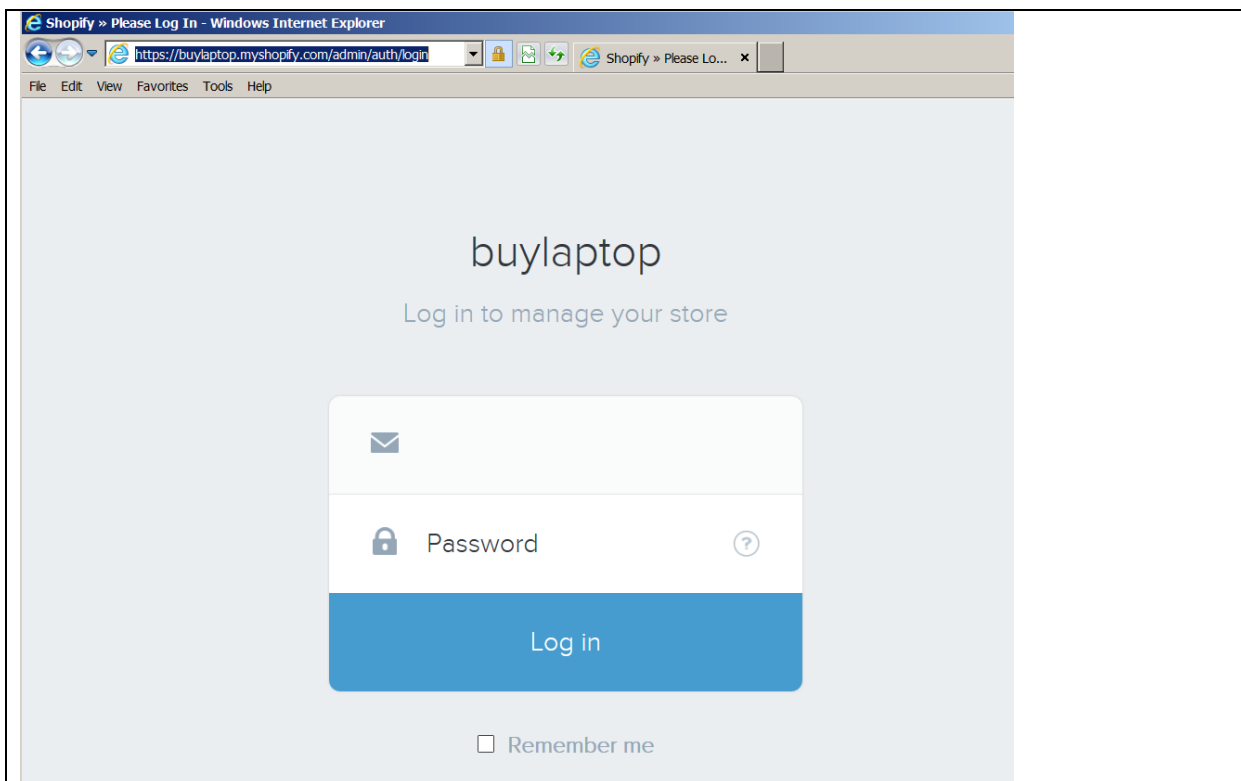
In the next chapter, I will show you how to install the **Store SCM App**.

3 Install Store SCM App

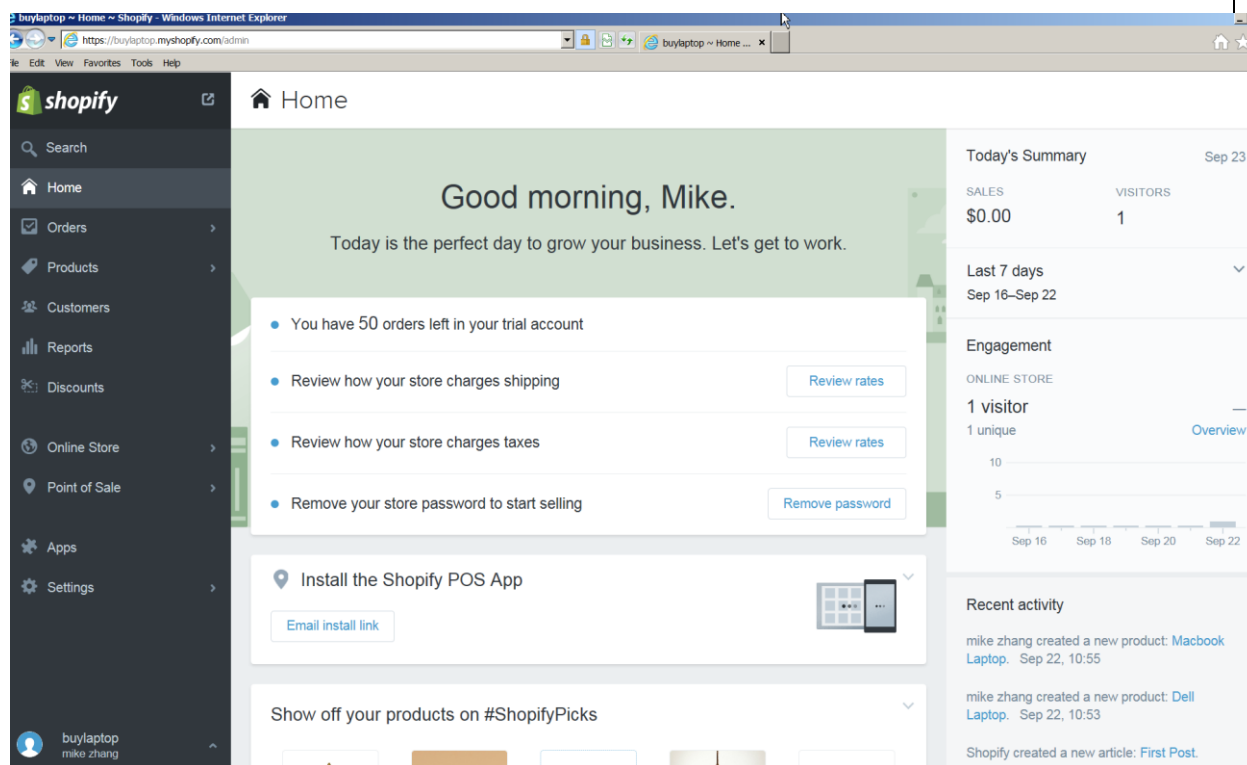
3.1 Install Store SCM App

The following are the steps to install the **Store SCM App** to your Shopify store. We use the buylaptop.myshopify.com as an example.

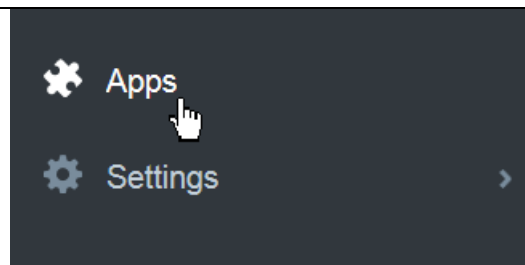
Step 1. Login to Shopify store administration site.
--



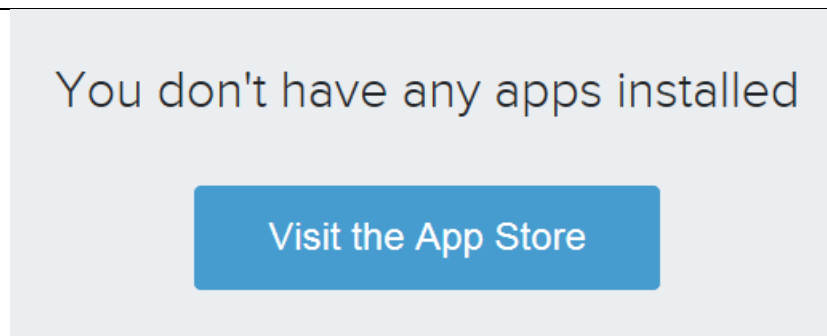
Once you login, you will have the Shopify administration site,



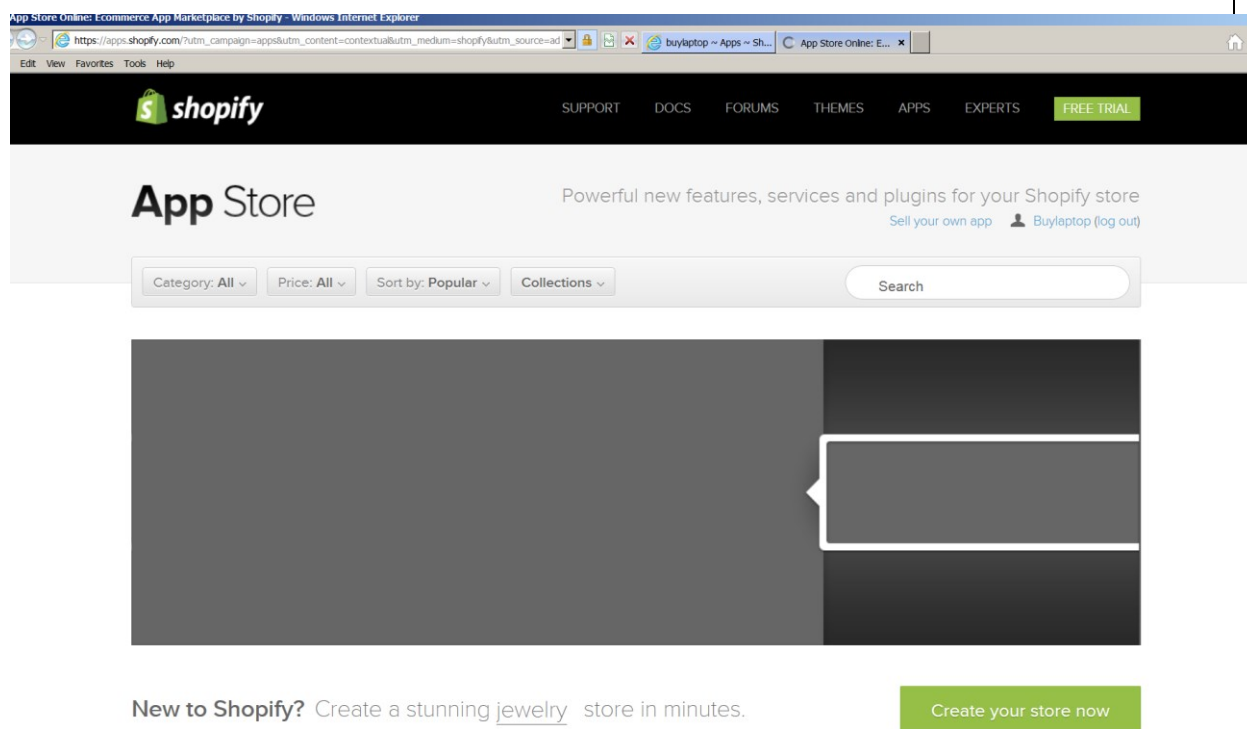
Step 2. Click the Apps menu.



Step 3. Click 'Visit the App Store'.



And you will be directed to the Shopify App store page,



Step 4. In the Search box, key in 'Store Supply Chain Management' and our **Store Supply Chain Management App ("Store SCM App")** will be displayed, click to select it.



Sell your own app Buylaptop (log out)

Store Supply Chain Management

Store Supply Chain Management

Duoplane

Store Locator by StoreMapper

And you will be directed to our **Store SCM App** page,

Store Supply Chain Management – Ecommerce Plugins for Online Stores – Shopify App Store – Windows Internet Explorer

https://apps.shopify.com/shopify-scm

File Edit View Favorites Tools Help

shopify SUPPORT DOCS FORUMS THEMES APPS EXPERTS **FREE TRIAL**

App Store Powerful new features, services and plugins for your Shopify store
Sell your own app Buylaptop (log out)

Category: All Price: All Sort by: Popular Collections Search

This app is in beta – it may be incomplete and still be undergoing final testing. It should be used at your own risk.

All Apps / Inventory / Store Supply Chain Management

Store Supply Chain Management

- ✓ A full-fledged Warehouse/Inventory Management system fully integrated with Shopify
- ✓ Automatically update inventory in Shopify upon receipt of stock to your Warehouse/DC/FC
- ✓ Automatically receiving sales orders in Shopify, conduct subsequent picking/packing/shipping

Get

Price	Free - \$20.00 / month
Free Trial	30 days
Developer	PEA IT Solutions

Support & Sales

Phone	(65) 6564 9907
Email	info@peait.com
Website	peait.com

Step 5. Click the Get button.



Get

Price	Free - \$20.00 / month
Free Trial	30 days
Developer	PEA IT Solutions

And you will be directed to the App installation page,

Install Store Supply Chain Management

You're about to install Store Supply Chain Management

This application will be able to access and modify your store data.

This application will be able to:

- Modify Products, variants and collections
- Modify Orders, transactions and fulfillments
- Read Customer details and customer groups

Install Store Supply Chain Management

Step 6. Click the **Install Store Supply Chain Management** button to start the installation.

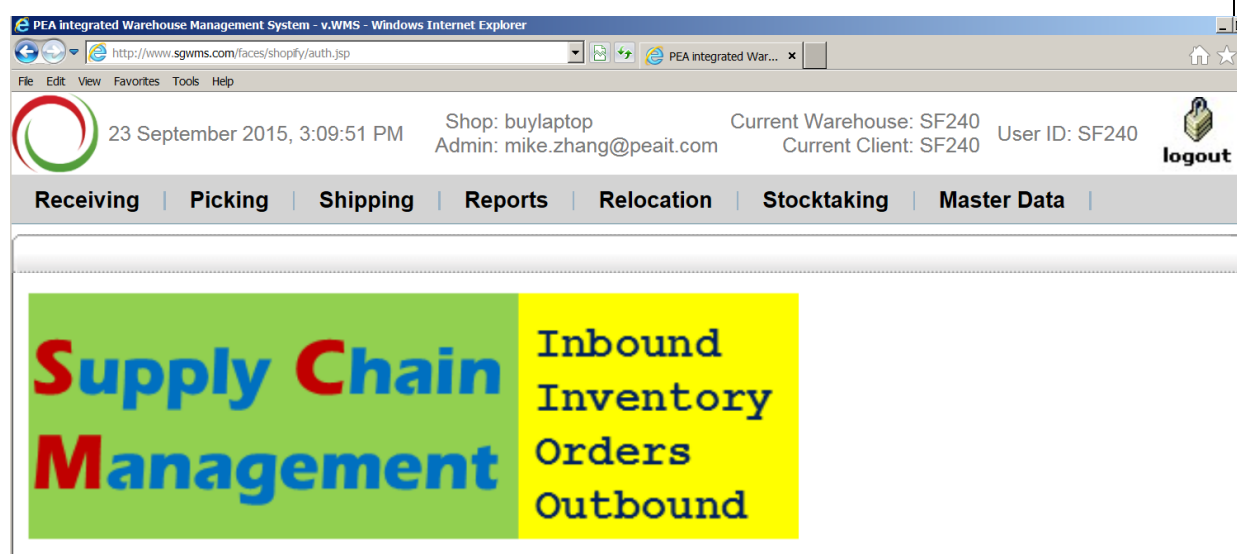


Modify Products, variants and collections
Modify Orders, transactions and fulfillments
Read Customer details and customer groups

Install Store Supply Chain Management



You will be directed to our **Store SCM App** default home page afterwards,



Congratulations! You have successfully installed our **Store SCM App**!

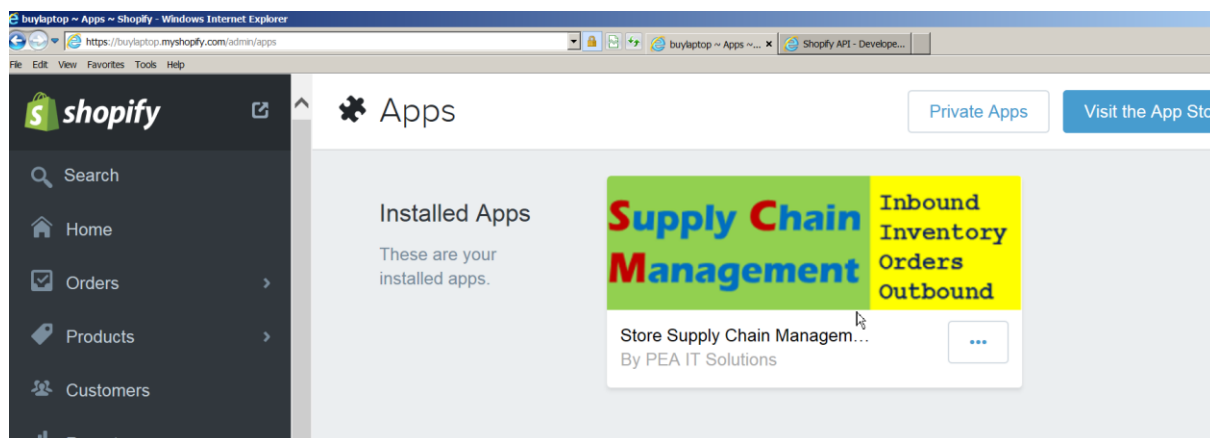
So, what should you do now? No, you do not need do anything, just close your web browser and proceed the subsequent user guides, then you will know how to use the Store SCM App. But wait a minute, at least I need to show you how to login your Store SCM App again in case you want to explore it while you read the subsequent user guides. I share how to login/logout Store SCM App in the next section 3.2.



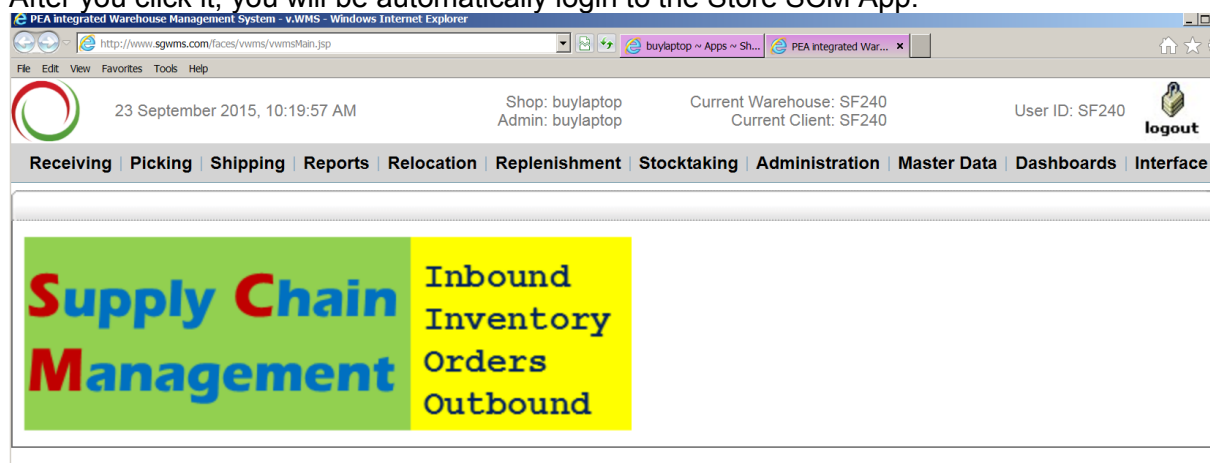
3.2 Login to Store SCM App

After installation, you can access the Store SCM App via one of the two options,

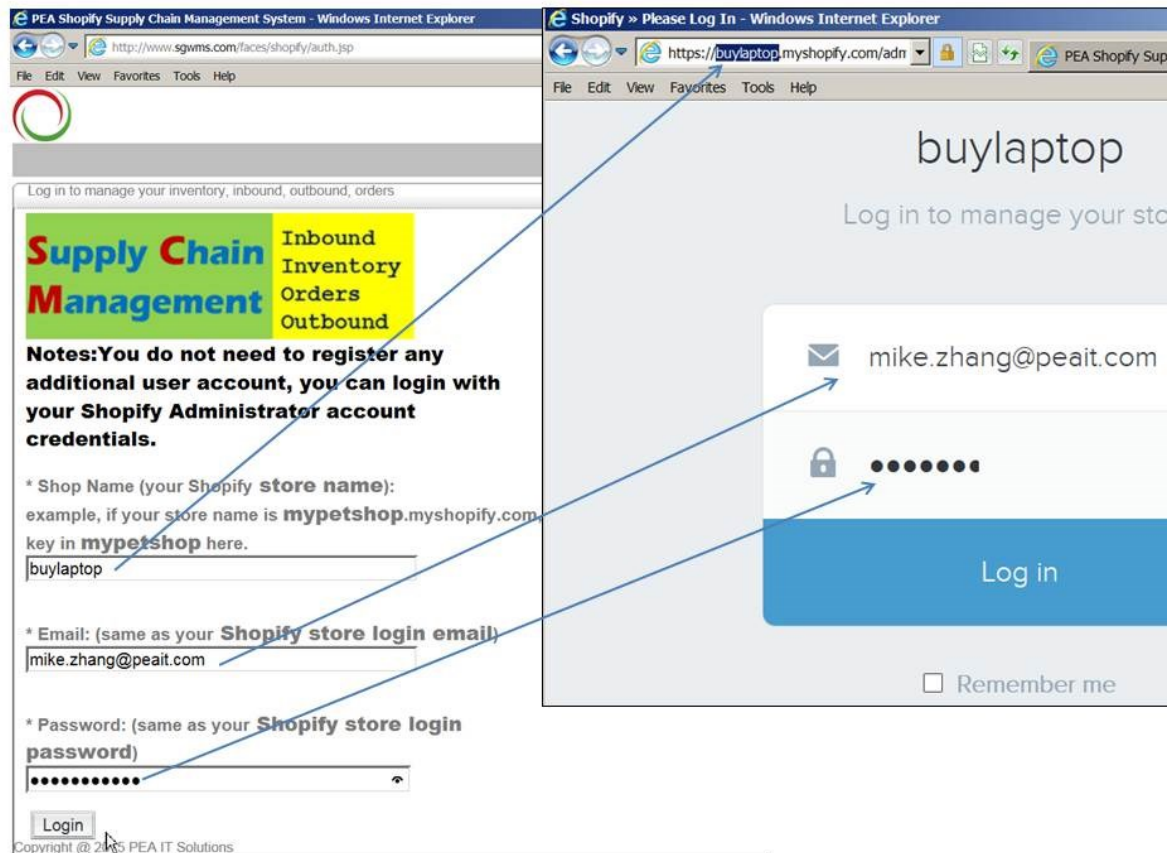
Option 1. Access it from your Shopify Store Administration site. Once you login to your Shopify store Administration site, click Apps menu, then you will find the Store SCM App logo displayed as your installed Apps, just click it and you will be automatically login to its default page.



After you click it, you will be automatically login to the Store SCM App.



Option 2. Access from the Store SCM App login page. Open the URL www.sgwms.com/faces/shopify/auth.jsp with your web browser. There are no additional login credentials for Store SCM App, you login with your existing Shopify store administration user login credentials.

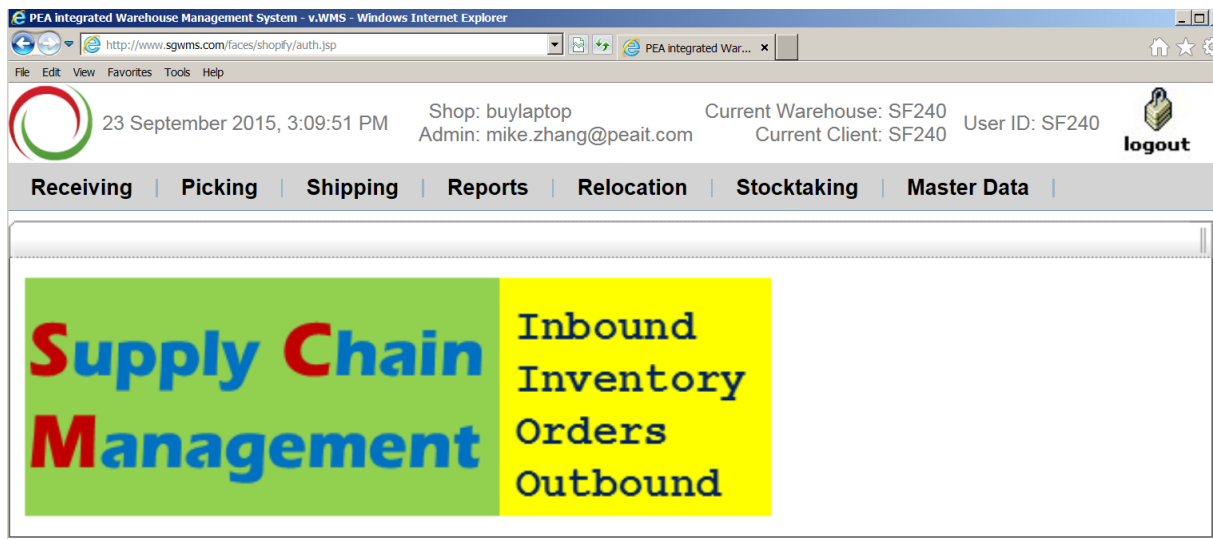


You need to key in,

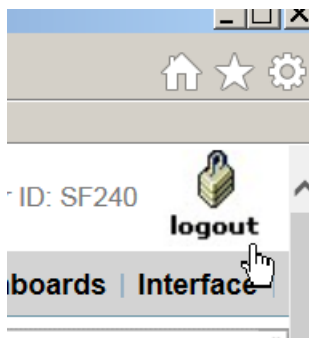
Shop Name: your Shopify store name (without the .myshopify.com), example, my Shopify store access web site is **buylaptop.myshopify.com**, and **buylaptop** is my Shopify store name.

Email: this is the same email address for your Shopify store administration login.

Password: this is the same password for your Shopify store administration login.



To logout from **Store SCM App**, click the **logout** button at the top right corner.



OK, that is enough for now, you can login to your Store SCM App either from your Shopify store administration site or just access its login web site and key in your Shopify Administration user email and password to login.

In next chapter, I will share some basic concepts and terminologies used in Store SCM App Warehouse Management System. It prepares you well the subsequent user manuals.



4 Concepts and Terminologies

4.1 Overview

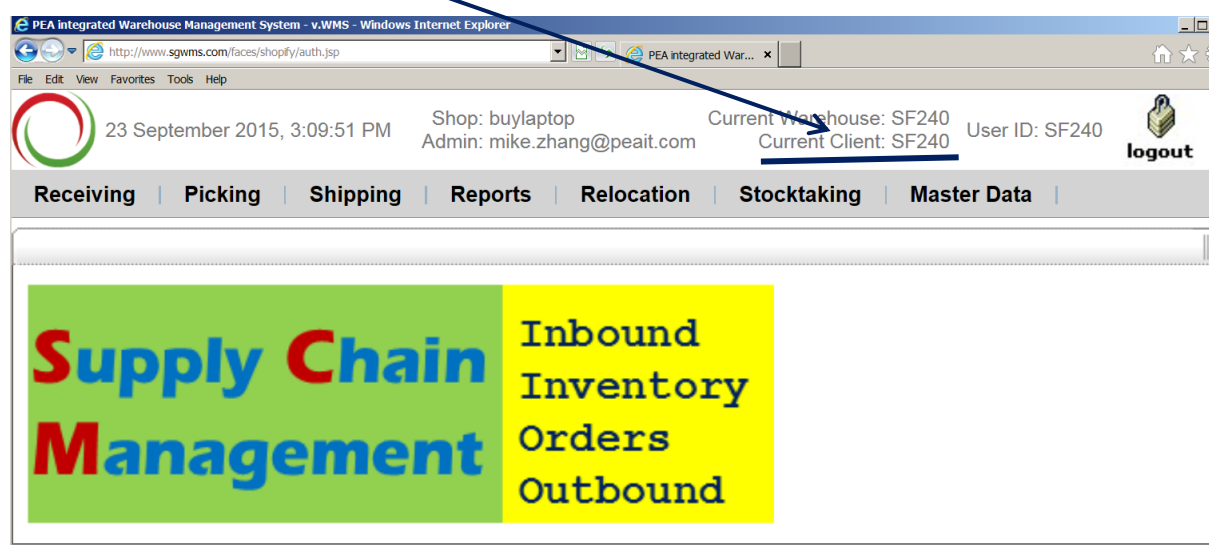
When you want to manage your products inventory and orders with a software system such as the **Store SCM App** you just installed to your Shopify store. You need to deal with the following questions,

- Who own the products?
- What are the products you want to manage?
- Where you store the products?
- Who supply the products to your Warehouse/DC?
- Who buy the product and you deliver to?
- How you receive the products to your Warehouse/Distribution Centre?
- How you pick the products and deliver them from your Warehouse/DC?

Let us answer each question and introduce you the relevant concepts and terminologies used in our **Store SCM App**.

4.2 Who own the products? – Warehouse Client

The owner of the products stored in your Warehouse/DC is named as **Warehouse Client**. For Shopify store owners, they are the Warehouse Client! i.e. you own your own products. In Store SCM App, a Warehouse Client is defined by a Warehouse Client code. When you install the App, we will automatically a Warehouse Client code for you and you can see you Warehouse Client code **SF240**,





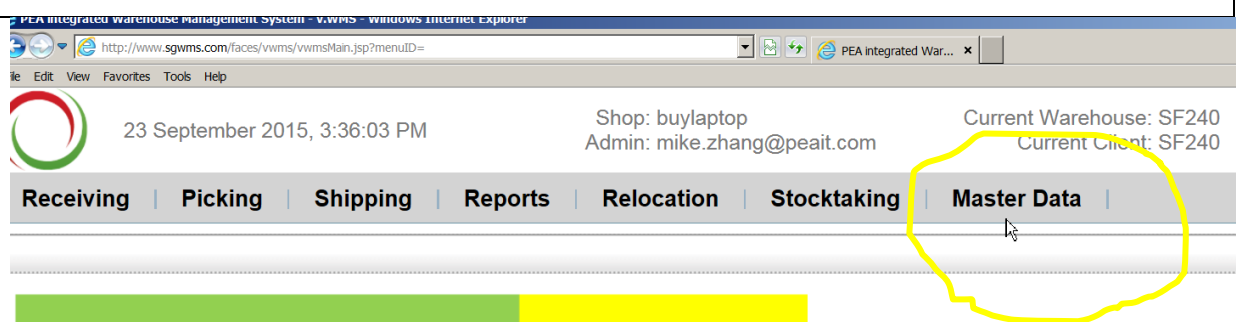
So the Warehouse Client code has been setup for you, you do not need to do anything about it.

4.3 What are the products you want to manage? – Item

In Shopify, the products you defined in Shopify store are named as **Items** in Store SCM App. One product (or one product variant in case you define variants for the product) in Shopfiy corresponds to one **Item** in the Inventory/Warehouse Management Systems (they are software systems of the Store SCM App).

When you install the Store SCM App, it will automatically retrieve all your products from your Shopify store and create correpsonding Item master records in its Inventory/Warehouse systems. So you do no need to manually create them in Store SCM App. You can follow the following steps to check them in Store SCM App,

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Master Data** menu.



Step 2. Click the **Item Master** menu.



[Receiving](#) | [Picking](#) | [Shipping](#) |

[Home](#) » Master Data

Warehouse Data

[Warehouse Region](#)
[Warehouse Location](#)

Client & Business Partner

[Business Partner](#)
[Business Partner / Client](#)

Item

[QA Status](#)
[Item Master](#)

Step 3. You will get the 'Item Master Survey', and you do not see any records shown, you need to click any of the small **green** buttons after the filter fields to refresh the existing Item master records.

[Receiving](#) | [Picking](#) | [Shipping](#) | [Reports](#) | [Relocation](#) | [Stocktaking](#) | [Master Data](#) |

[Home](#) » [Master Data](#) » » Item Master Survey

Client: SF240 BUYLAPTOP Client
 Item:

Item Group:

[Back](#)

Page 1 of 0

Client	Item	Description	Image	Item Group	Length	Width	Height	Volume	Weight	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Edit

After that, you will have all the existing Item master records that Store SCM App had automatically created for you when you install the app.



Home » Master Data » Item Master Survey

Client: SF240 BUYLAPTOP Client Item: []

Item Group: []

Back Add Edit

#	Client	Item	Description	Image	Item Group	Length	Width	Height	Volume	Weight	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Edit
1	SF240	SKU-DELL-M6500	Dell Laptop		GENERAL	0	0	0	0	2	EACH	23/09/2015 07:40:25	SF	23/09/2015 07:40:25	SF	
2	SF240	SKU-MACBOOK-17	Macbook Laptop		GENERAL	0	0	0	0	2	EACH	23/09/2015 07:40:25	SF	23/09/2015 07:40:25	SF	

1

Let us zoom in two columns, **Item** and **Description**,

Item	Description
SKU-DELL-M6500	Dell Laptop
SKU-MACBOOK-17	Macbook Laptop

The **Item** code is copied from the **SKU code** of your Shopify product; the **Description** field is copied from the **Title** of your Shopify product. Let us look at the Shopify product detail for the first item **SKU-DELL-M6500**, whose Description is **Dell Laptop**, you need to login to your Shopify administration account and click the Product **Dell Laptop** to view its details,

buyalaptop - Products - Shopify - Windows Internet Explorer

https://buyalaptop.myshopify.com/admin/products

File Edit View Favorites Tools Help

Products

Export Import

All Products

Filter products Start typing to search for products...

Product	Inventory	Type	Vendor
Dell Laptop	50 in stock	Laptop	buyalaptop

You can see its **Title** is **Dell Laptop**, which corresponds to the Item **Description** field in Store SCM App Inventory/Warehouse Management systems.



Products / Dell Laptop

Title

Dell Laptop

If you scroll down, you will see its **SKU (Stock Keeping Unit)** code **SKU-DELL-M6500**, which corresponds to the **Item** field in the Store SCM App Inventory/Warehouse Management systems.

Inventory

SKU (Stock Keeping Unit)

SKU-DELL-M6500

Barcode (ISBN, UPC, etc.)

SSKUDELML6500

Inventory policy

Shopify tracks this product's ▼

Quantity

50

In summary, the products in Shopify store are mapped to Item master records in the Store SCM App Inventory/Warehouse Management systems, their fields mapping are as follows,

Shopify Products	Store SCM App Items
SKU code	Item code
Title	Item Description



Note that in Store SCM App Inventory/Warehouse Management systems, the **Item** has actually two attributes,

1. **Warehouse Client** – who owns the item.
2. **Item** – item code.

Two of these attributes uniquely identify items.

4.4 What are the products you want to manage? – Warehouse Location

You store your products in storage locations, a storage location can be any one of following,

- a **rack or shelf location** in a Warehouse/Distribution Center. Each storage place on the rack or shelf is mapped to **one Warehouse Location** in our Store SCM App.





- a **bulk location** in a Warehouse/Distribution Center. Products are randomly stored on the floor. The whole floor can be mapped to **one Warehouse Location** in our Store SCM App. Of course, you can also physically separated them (as long as you know how to separate them, example, draw some lines on the floor to separate them) into a **few Warehouse Locations**.



- a **Warehouse or Distribution Center**. Yes, you can even define **ONE Warehouse Location** for you entire Warehouse or Distribution Center. If you configure this way, you basically make use of the Store SCM App as an Inventory Management System, i.e. you use it to manage your inventory, however, you do not use it to manage physical individual locations.



- A **Retail Shop**. You can also define **ONE Warehouse Location** for your retail shop. Of course, you can define **multiple Warehouse Locations** for one retail shop if you can separate them into a few locations (example: some retail shops have a small store room with shelves or racks inside, you can partition the store room into a few Warehouse Locations).





- Any other identifiable storage place (even the store room in your house where you store your products for your Shopify store, or even place in your garden!). So long as it is place you use to store your products, you can define it as one or few **Warehouse Locations**.



How Store SCM App defines **Warehouse Location**?

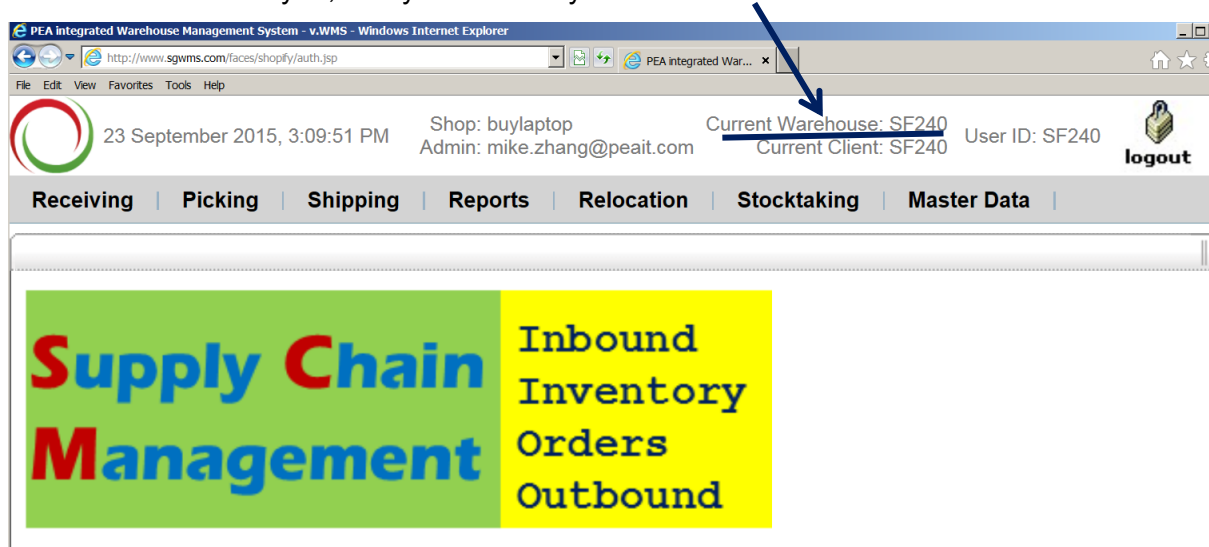
One **Warehouse Location** is uniquely defined by **five** attributes (i.e. five of them jointly define ONE Warehouse Location),

1. **Warehouse** code
2. Warehouse **Region** (or Warehouse **Area**, they are used interchangeably) code
3. **Aisle**, or row, or X-coordinate
4. **Section**, or Compartment, or Bay, or Y-coordinate
5. **Level**, or Z-coordinate

Let me explain these 5 attributes one by one.



1. **Warehouse** can be a warehouse building, a Distribution center (DC) building, a Fulfillment center (FC) building. It can also be the name of a group of warehouse/DC/FC buildings, or it can be only one level of a warehouse/DC/FC building! Confusing? Warehouse is just a logic name of a group of physical storage locations. A **Warehouse** has a **Warehouse code** which is just an identifier for the Warehouse. When you install the **Store SCM App**, it automatically assigns Warehouse code for you, and you can see your Warehouse code **SF240**



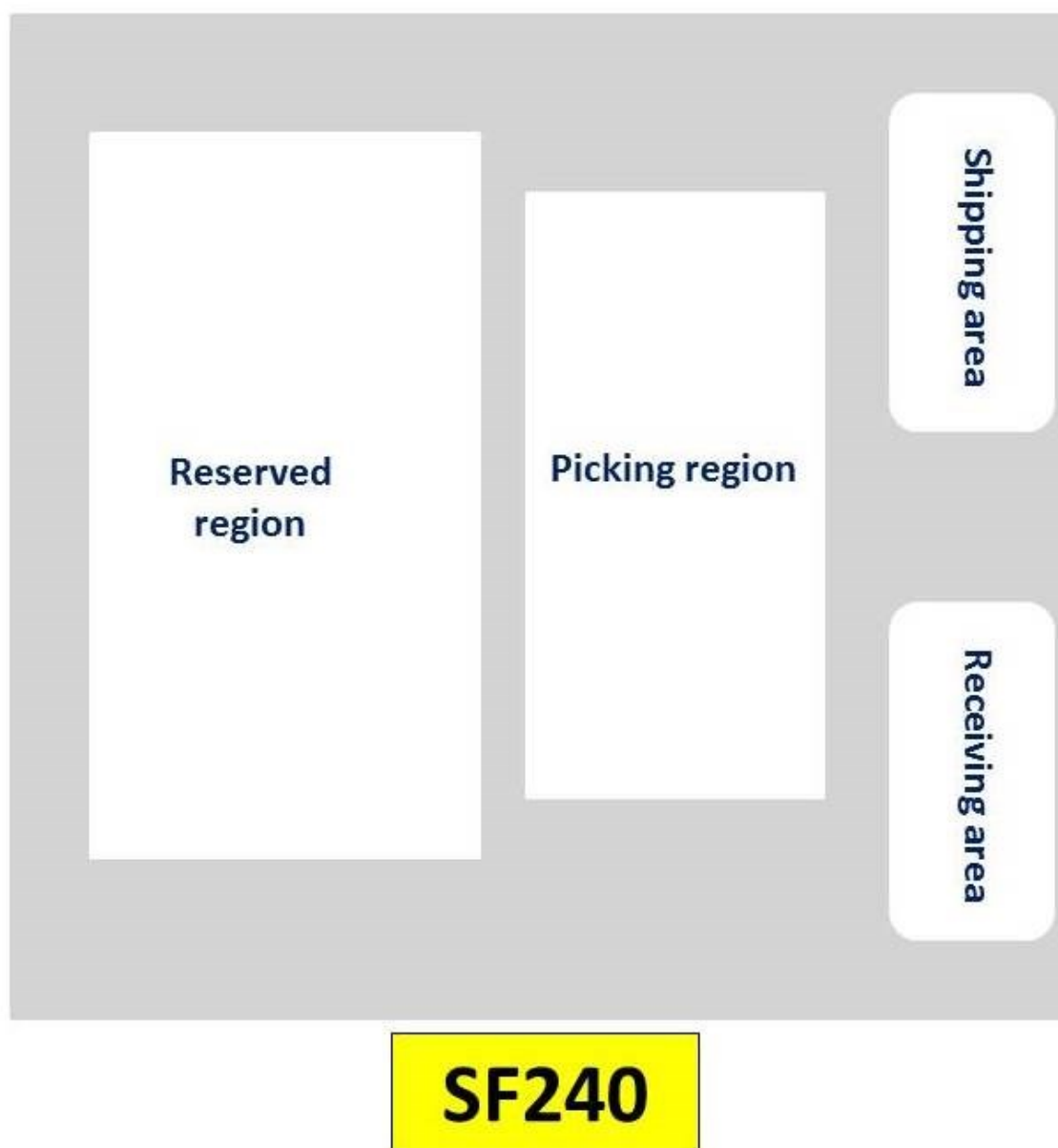
If I can draw a diagram to depict my Warehouse **SF240**, it looks like the following,



SF240



2. Warehouse **Region** is a region **inside** the Warehouse, so a warehouse Region is one area inside a Warehouse/DC/FC, it can be one level of the warehouse building, it can also be a few aisles on the same level, it can be any grouping of a few physical warehouse locations. In a huge warehouse, normally they divide regions based on their accessibilities, for example, **Picking Region** is a region where warehouse pickers can easily access, normally they will store their fast-moving products in this region; **Reserved Region** is a region where it is not convenient to access, normally they will store their slow-moving products in this region. If I define a few regions in my Warehouse SF240, it will now look like,





In the above Warehouse, I have defined 4 Warehouse **Regions**, namely,

- 1) **Receiving area** or **Receiving region**. This is a special warehouse region used during receiving, products are temporarily stored in this region before they are put-away (i.e. moved) to proper **Warehouse Locations**. You do not need to define this region, the **Store SCM App** had automatically created for you when you install the App. You do not define any warehouse locations for this special Receiving area, it is only used for receiving purpose, it is not used for storing products.
- 2) **Shipping area** or **Shipping region**. This is a special warehouse region used during shipping, products are temporarily stored in this region before they are dispatched to customers (i.e. buyers of the products from Warehouse Client). You do not need to define this region, the **Store SCM App** had automatically created for you when you install the App. You do not need to define this region, the **Store SCM App** had automatically created for you when you install the App. You do not define any warehouse locations for this special Shipping area, it is only used for shipping purpose, it is not used for storing products.
- 3) **Picking Region**. This is a normal warehouse region used for storage fast-moving products as it is near the entrance of the building. You define warehouse locations under this region.
- 4) **Reserved Region**. This is a normal warehouse region used for storage slow-moving products as it is at the back of the building and not so easy to access. You define warehouse locations under this region.

Please note that in your setup, apart from the two special regions – Receiving and Shipping areas. You can define any number of regions using any name you like. Example, if you only have a small warehouse/DC and you just define one normal region, and you do not need to call it Picking or Reserved region, you can just name is **Region No. 1**, any name make sense to you.

3. The next three Warehouse Location attributes, **Aisle**, **Section**, and **Level** are really used only for those rack or shelf location, they are corresponding to X-coordinate, Y-coordinate, and Z-coordinate respectively. The following diagram shows a simplified rack warehouse, it has two Aisles (physically they are one aisle, but two sides, left- and right-side, so we still call them two separate aisles or rather two rows) **A** and **B**; each Aisle/Row has a few **Sections** (depth, some people call them compartment or



bay); each Section has a few **Levels** (height). In coordinate system, Aisle/Section/Level corresponds to X-/Y-/Z-coordinates.



Row A	<u>Location</u>	<u>Description</u>	Row B
	A-1-1	Row A, section 1, level 1	
	A-1-2	Row A, section 1, level 2	
	A-1-3	Row A, section 1, level 3	
	A-2-1	Row A, section 2, level 1	
	A-2-2	Row A, section 2, level 2	
	A-2-3	Row A, section 2, level 3	

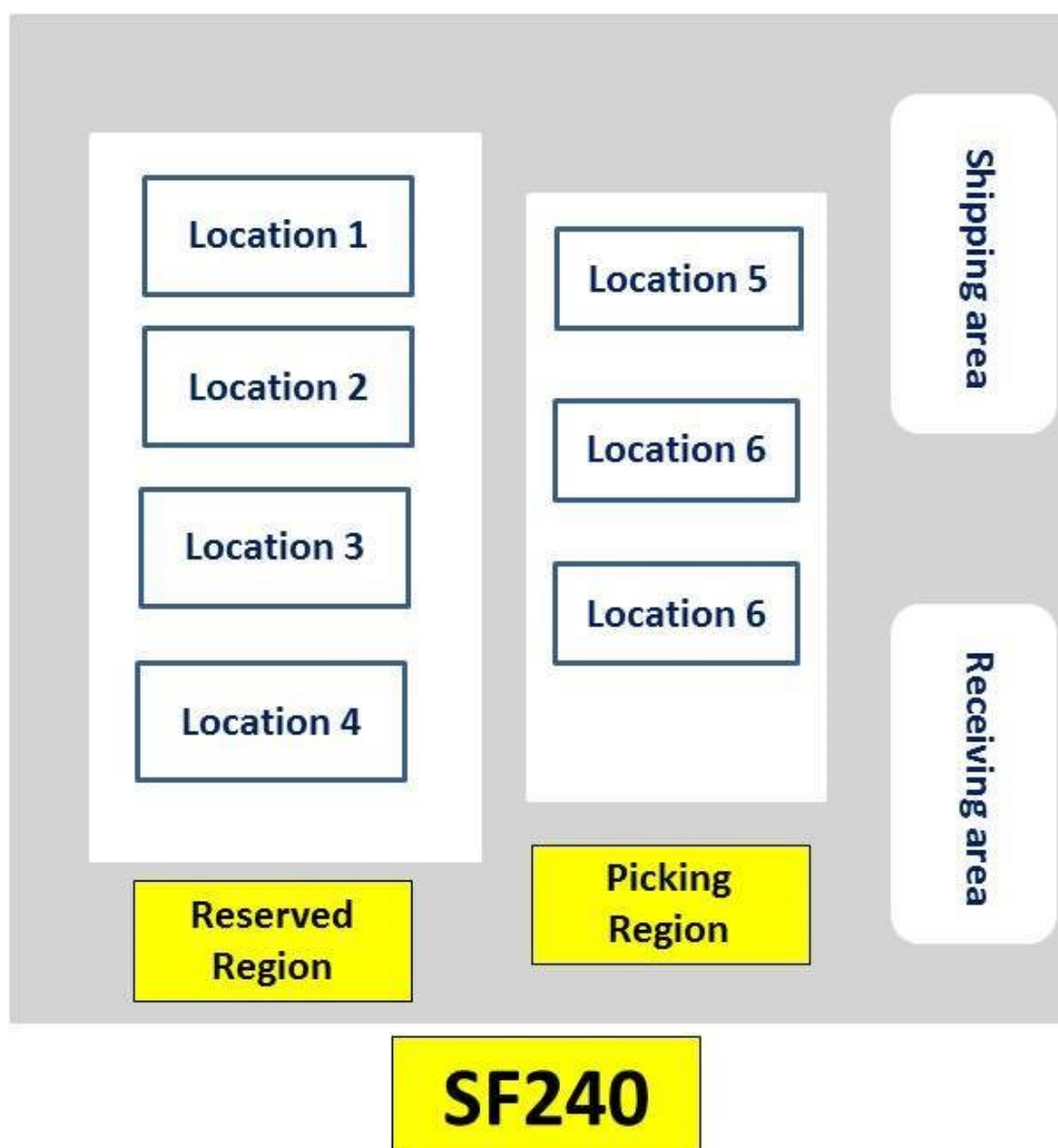
So assume Row A and Row B belong to **Region R1** in **Warehouse SF240**, the complete Warehouse Location representation for them are,

Warehouse Location	Description
SF240-R1-A-1-1	Warehouse SF240, Region R1, Aisle A, Section 1, Level 1
SF240-R1-A-1-2	Warehouse SF240, Region R1, Aisle A, Section 1, Level 2
SF240-R1-A-1-3	Warehouse SF240, Region R1, Aisle A, Section 1, Level 3
SF240-R1-A-2-1	Warehouse SF240, Region R1, Aisle A, Section 2, Level 1
SF240-R1-A-2-2	Warehouse SF240, Region R1, Aisle A, Section 2, Level 2
SF240-R1-A-2-3	Warehouse SF240, Region R1, Aisle A, Section 2, Level 3



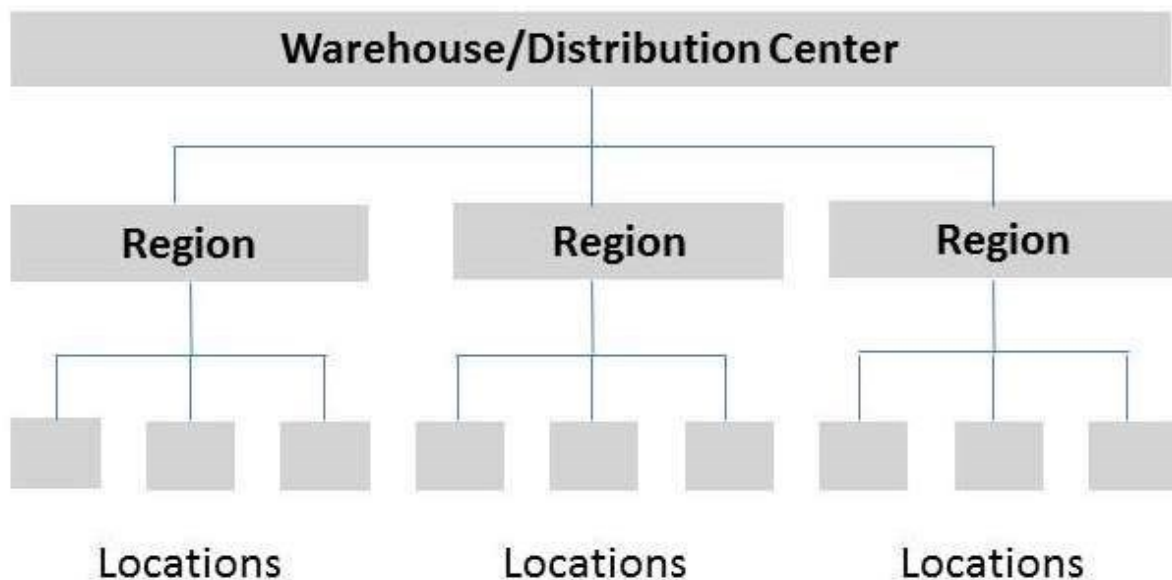
SF240-R1-B-1-1	Warehouse SF240, Region R1, Aisle B, Section 1, Level 1
...	...

After you define these **Warehouse Locations** with their Warehouse code, warehouse Region, Aisle, Section and Levels, you will now have individual locations inside your warehouse/DC, it will look like,





The following diagram depicts the Warehouse, Warehouse Region, and Warehouse Location relationship in Store SCM App Warehouse Management System,



So now you got the idea how Store SCM App Inventory/Warehouse Management systems represent Warehouse Locations.

4.5 Who supply the products to your Warehouse/DC? – Supplier

We have an entity called **Business Partner** in our Store SCM Store, a Business Partner can be one of the following,

- **Supplier** – they are parties who you purchase products from and they deliver products to your Warehouse/DC.
- **Customer** – they are parties who purchase your products either via Shopify store or any other sales channels.
- **Shipper** – this is only applicable for 3PL (3rd party logistics) business, when you deliver products from the Warehouse/DC to its customers, you need to specify who is the Shipper. Example: A trading company ABC engages DHL to manage their logistics (storage and delivery), when DHL warehouse deliver products to a customer of ABC, on the delivery note document, ABC company itself will be the Shipper.

I will share with you how to maintain Business Partners in Store SCM App in later chapters.



4.6 Who buy the products and you deliver to? – Customer

I have shared the Customer concept in Section 4.5.

4.7 How you receive the products to your Warehouse/Distribution Centre? – ASN

In Store SCM App, Warehouse folks receive products to the warehouse based on **Receiving Orders** (also known as **Advanced Shipment Notification ASN**). An ASN has an order **header** and one or more **order item lines**. The content of ASN is the same as the **Purchase Order** that you created and sent to your suppliers.

I will share with you how to create ASN orders and do receiving based on it in later chapters.



4.8 How you pick the products and deliver them from your Warehouse/DC? – Delivery Order

In Store SCM App, Warehouse folks pick products from the warehouse based on **Deliver Orders**. A delivery order has an order **header** and one or more **order item lines**. The content of a delivery order is the same as the **Sales Order** you receive from your customers (be it Shopify online consumer order or any other sales order).

I will share with you how to create delivery orders and do receiving based on it in later chapters.

Now you understand these basic concepts used in Store SCM App, in the next chapter, the real user guide starts, I will show you how you setup necessary master data in Warehouse Management System (which is one of the systems of the Store SCM App). You have to set these master data up before you proceed to do any other warehouse activities.



5 Setup Master Data

5.1 Overview

After you install the **Store SCM App**, before you run your Warehouse/Distribution Center, you need to setup the following data,

- **Warehouse Locations**
- **Quality Assurance (QA) codes**
- **Business Partners**

5.2 Set up Warehouse Locations

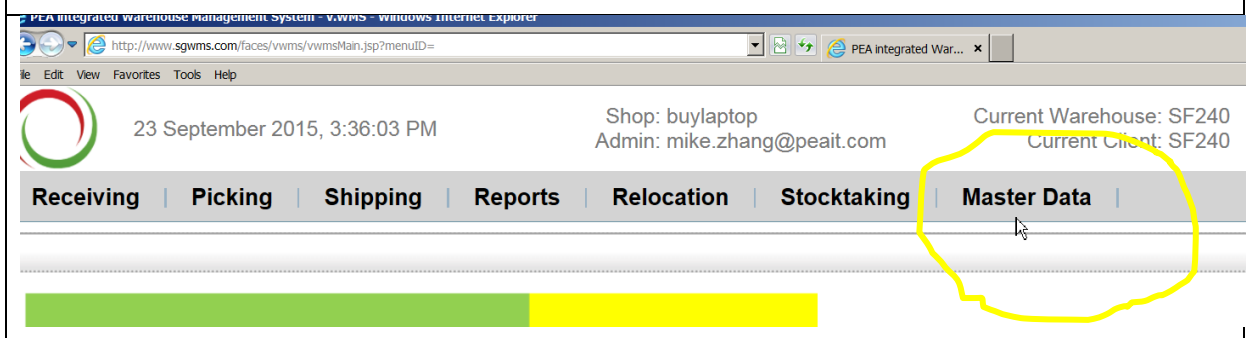
Remember in Chapter 4, we discussed that a **Warehouse Location** has five attributes,

- **Warehouse code**
- Warehouse **Region code**
- **Aisle** (or X-coordinate)
- **Section** (or Y-coordinate)
- **Level** (or Z-coordinate)

We have our **Warehouse code** already after we install the Store SCM App, it created a Warehouse code **SF240** for us. So the next step is to **create a warehouse Region**, the following show you how to create a Warehouse Region in Warehouse Management System (which is one of systems of the Store SCM App),

Create Warehouse Region

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Master Data** menu.





Step 2. Click the **Warehouse Region** menu.

PEA integrated Warehouse Management System - v.WMS - Windows Internet Explorer

http://www.sgwws.com/faces/vwms/vwmsMain.jsp?menuID=8000

File Edit View Favorites Tools Help

24 September 2015, 5:09:18 PM

Receiving | **Picking** | **Shipping** | **Reports** | **F**

[Home](#) » Master Data

Warehouse Data

[Warehouse Region](#)

[Warehouse Location](#)

Client & Business Partner

[Business Partner](#)

[Business Partner / Client](#)

Item

[QA Status](#)

[Item Master](#)

Step 3. You will get the 'Warehouse Regions' screen, and you do not see any records shown, you need to click any of the small **green** button after the filter fields to refresh the existing Warehouse region records.

[Home](#) » [Master Data](#) » Warehouse Regions

Warehouse: SF240 BUYLAPTOP Warehouse Region:

[Back](#) [Add](#) [Edit](#) [Refresh](#) Page 1 of 0

#	Warehouse	Region	Type	Storage Type	Description	Creation Date	Creation User	Last Update Date	Last Update User	Edit
---	-----------	--------	------	--------------	-------------	---------------	---------------	------------------	------------------	------

After that, you will have all the existing Warehouse region records that Store SCM App had



automatically created for you when you install the app.

Home » Master Data » Warehouse Regions

Warehouse: SF240 BUYLAPTOP Warehouse Region: =

[Back](#) [Add](#) [Edit](#) Page 1 of 1

#	Warehouse	Region	Type	Storage Type	Description	Creation Date	Creation User	Last Update Date	Last Update User	Edit
1	SF240	RC	RECEIVING	BULK	Default receiving region for warehouse SF240	23/09/2015 07:40:22	VWMS	23/09/2015 07:40:22	VWMS	Edit
2	SF240	SF	STORAGE	BULK	Default region for warehouse SF240	23/09/2015 07:40:22	VWMS	23/09/2015 07:40:22	VWMS	Edit
3	SF240	SP	SHIPPING	BULK	Default shipping region for warehouse SF240	23/09/2015 07:40:22	VWMS	23/09/2015 07:40:22	VWMS	Edit

1

Let us zoom in the first few columns, **Warehouse**, **Region**, **Type**, **Storage Type**, and **Description**

[Back](#) [Add](#) [Edit](#)

#	Warehouse	Region	Type	Storage Type	Description
1	SF240	RC	RECEIVING	BULK	Default receiving region for warehouse SF240
2	SF240	SF	STORAGE	BULK	Default region for warehouse SF240
3	SF240	SP	SHIPPING	BULK	Default shipping region for warehouse SF240

The first column **Warehouse** indicates which warehouse (or Distribution Center) the Region belong to, as I mentioned that, the Store SCM App created a default Warehouse for you already when you install it, in this case, its Warehouse code is **SF240**.

The second column **Region** is the warehouse **Region** codes, the first Region is **RC**, which is the default receiving area/region created by Store SCM App when you install it, **you do not need to do anything to this record**, just leave it there.

The second region is **SF**, it is a special warehouse **Region** created by Store SCM App when you install it, it is used as a **VIRTUAL** warehouse region for you existing Shopify inventory when you just installed the App (you see, when you install the App, you have inventory in your Shopify store already, and our Store SCM App has no idea where they are stored, so what should we do? We created this **SF** region with only ONE virtual location to 'store' ALL you existing Shopify inventory, after you set up your warehouse actual Warehouse Locations, you can relocate the products inventory from this single virtual location to their actual physical Warehouse Locations, I will talk about more on this in later chapters), , **you**



do not need to do anything to this record, just leave it there.

The third Region is **SP**, which is the default shipping area/region created by Store SCM App when you install it, **you do not need to do anything to this record**, just leave it there.

The third column **Storage Type** indicate the physical structure of the region, it can be bulk region; or rack region; or shelf region.

Now, enough for the existing warehouse regions, now let us create the first storage region for your Warehouse/DC, let us name it as Region **R1**.

Step 4. Click the **Add** green button.

[Home](#) » [Master Data](#) » [Warehouse Regions](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

Back

Add

Edit

#	Warehouse	Region	Type	Storage Type	Description
1	SF240	RC	RECEIVING	BULK	Default receiving region for warehouse SF240
2	SF240	SF	STORAGE	BULK	Default region for warehouse SF240
3	SF240	SP	SHIPPING	BULK	Default shipping region for warehouse SF240

Step 4. Fill in the data of the new region R1, click **OK** button after you fill in all the data.



[Home](#) » [Master Data](#) » [Warehouse Regions](#) » [Add WH Region](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

* Region: R1 Storage Region for Shopify Products

* Storage Type: R [Rack](#) ?

* Region Type: S [Storage](#) ?

SETTINGS

* Put-away Processing Mode: M [Manual](#) ?

* Picking Processing Mode: M [Manual](#) ?

* Repl. (Put) Processing Mode: M [Manual](#) ?

* Repl. (Pick) Processing Mode: M [Manual](#) ?

* Put-away Priority: 50

* Picking Priority: 50

* Put-away Confirmation: ☐

* Picking Confirmation: ☒

* Repl. (Put) Confirmation: ☐

* Repl. (Pick) Confirmation: ☐

* Print Pick List: ☐

* Print Consol. Pick List: ☐

Picking List Size:

Some notes,

The **Storage Type** field, you have three options, select **Bulk** if the region **R1** just has some bulk/random locations; select **Rack** if region **R1** has rack supported regular locations; select **Shelf** if region **R1** has shelf supported regular locations.

* Storage Type:

* Region Type:

SETTINGS

< Choose Storage Type >

B | Bulk

R | Rack

S | Shelf

The rest of the fields please follow what I filled in this example. Of course, you do not



necessarily name your region as R1, you can give it any name you like. After you click OK button, the system will create a new Region R1 for you and show you the Booking successful message.

[Home](#) » [Master Data](#) » [Warehouse Regions](#) » [Add WH Region](#)

Booking successful!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

* Region:

* Storage Type: ?

* Region Type: ?

SETTINGS

* Put-away Processing Mode: ?

* Picking Processing Mode: ?

* Repl. (Put) Processing Mode: ?

* Repl. (Pick) Processing Mode: ?

* Put-away Priority:

* Picking Priority:

* Put-away Confirmation: ☐

* Picking Confirmation: ☒

* Repl. (Put) Confirmation: ☐

* Repl. (Pick) Confirmation: ☐

* Print Pick List: ☐

* Print Consol. Pick List: ☐

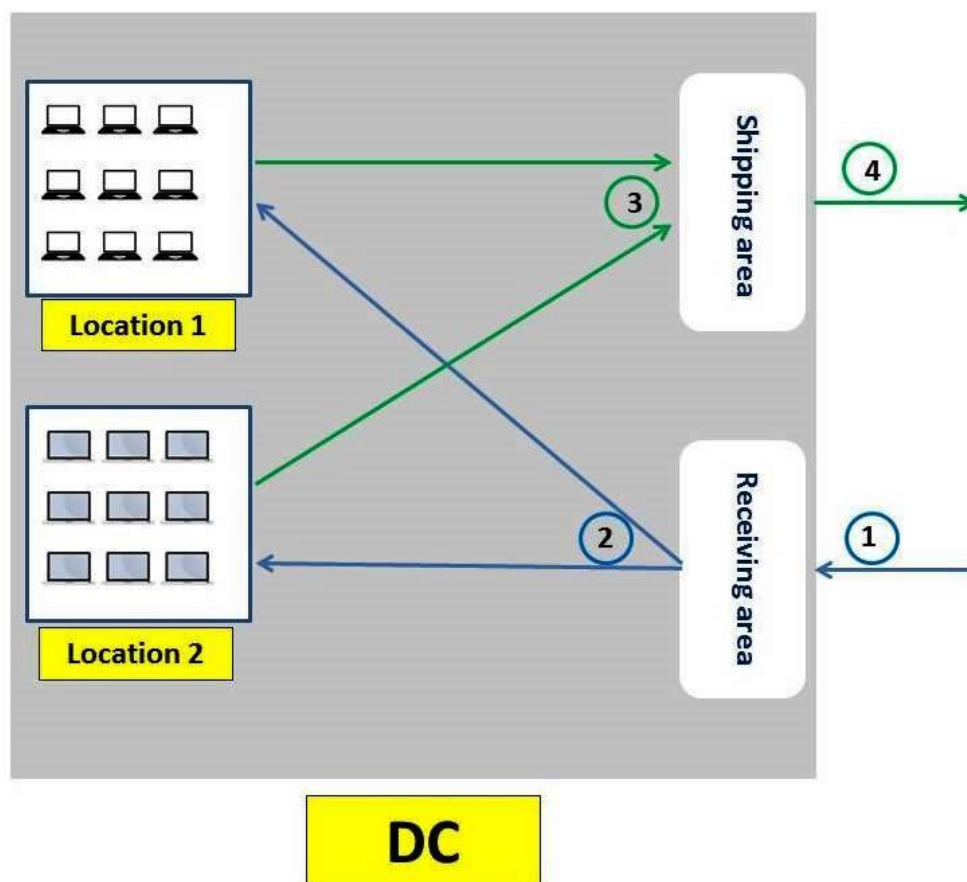
Picking List Size:

You can now click the **Back** button go back to previous screen. Now you can see your new Warehouse Region **R1** is listed as one of the existing warehouse regions of Warehouse **SF240**.



Receiving	Picking	Shipping	Reports	Relocation	Stocktaking	Master Data
Home » Master Data » Warehouse Regions						
Warehouse: SF240 BUYLAPTOP Warehouse				Region:		
Back Add Edit						
#	Warehouse	Region	Type	Storage Type	Description	C
1	SF240	R1	STORAGE	RACK	Storage Region for Shopify Products	2
2	SF240	RC	RECEIVING	BULK	Default receiving region for warehouse SF240	2
3	SF240	SF	STORAGE	BULK	Default region for warehouse SF240	2
4	SF240	SP	SHIPPING	BULK	Default shipping region for warehouse SF240	2
						1
Congratulations! You have successfully created your first Warehouse Region R1 .						

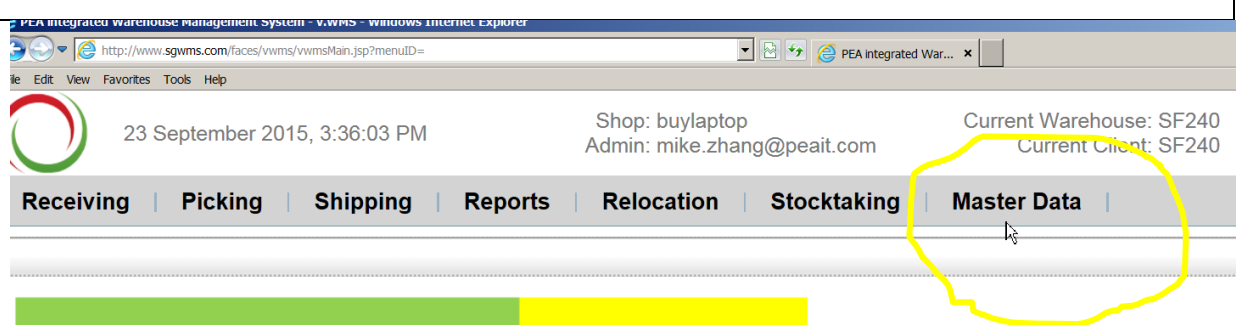
After you create the warehouse region R1, you can now follow the following steps to create individual locations. For demo purpose, I only create two warehouse locations, these two locations are for the two warehouse locations I mentioned in section **2.2 My Distribution Center**. I copy that diagram here again.



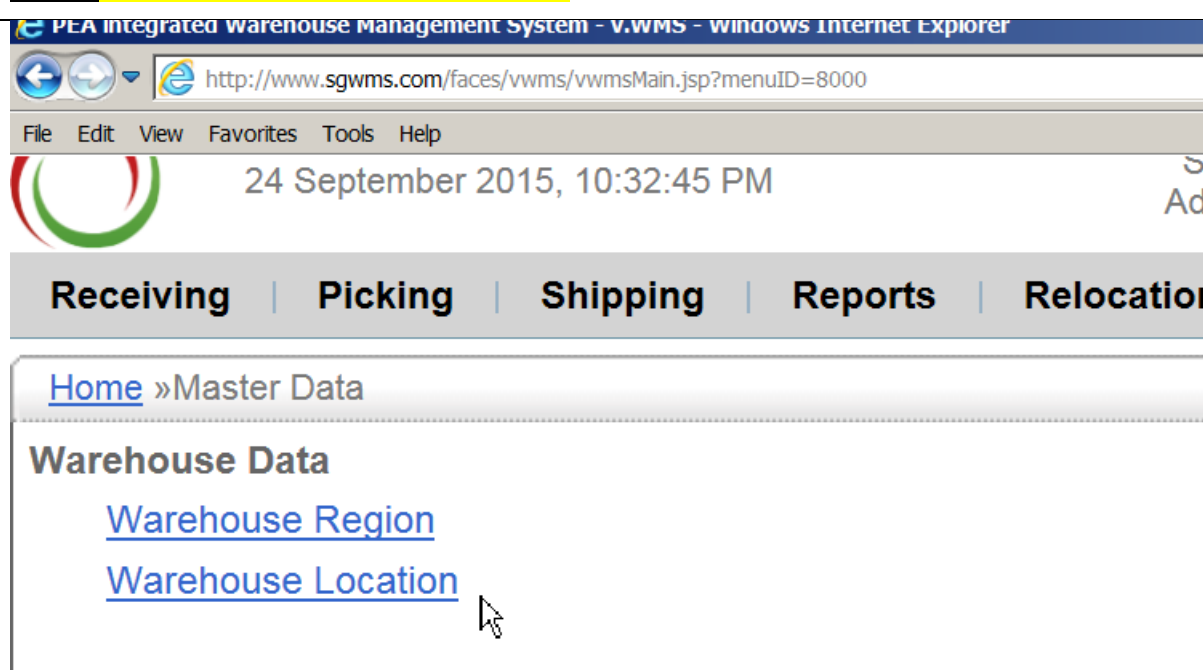


So you can image, now it should look like the following since this DC has a code **SF240**, its **Receiving area/region** has a code **RC**, its **Shipping area/region** has a code **SP**. And in fact we just created a region named **R1** for our two storage location **Location 1** and **Location 2**,

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Master Data** menu.



Step 2. Click 'Warehouse Location' menu.



Step 2. Click 'Warehouse Location' menu. You will be directed to the 'Location Survey' screen.



Home » Master Data » Location Survey

Warehouse: SF240 BUYLAPTOP Warehouse

Location: [?] [?] [?] [?]

Zone: [?] [?] [?] [?]

Location Type: [?] [?] [?] [?]

Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐

Location Category: RESERVED ☐ | PICKING ☐ | FIXED ☐

Filter: Status [?] [?]

Back Add Edit Copy Print

#	Warehouse	Region	X	Y	Z	Zone	Aisle	ID	Dis. ID	Type	Category	Status	Put. Lock	Pick Lock	Rel. Lock	STT Lock	Client	Item	Min. Qty	Rep. Qty	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Ed
---	-----------	--------	---	---	---	------	-------	----	---------	------	----------	--------	-----------	-----------	-----------	----------	--------	------	----------	----------	-----	---------------	---------------	------------------	------------------	----

Step 3. Fill in the Region filters and click the green button to refresh the screen.

Receiving | Picking | Shipping | Reports | Relocation | Stocktaking | Master Data

Home » Master Data » Location Survey

Warehouse: SF240 BUYLAPTOP Warehouse

Location: R1 [?] [?] [?] [?]

Zone: [?] [?] [?] [?]

Location Type: [?] [?] [?] [?]

Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐

Location Category: RESERVED ☐ | PICKING ☐ | FIXED ☐

Filter: Status [?] [?]

Back Add Edit Copy Print

#	Warehouse	Region	X	Y	Z	Zone	Aisle	ID	Dis. ID	Type	Category	Status	Put. Lock	Pick Lock	Rel. Lock	STT Lock	Client	Item	Min. Qty	Rep. Qty	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Ed
---	-----------	--------	---	---	---	------	-------	----	---------	------	----------	--------	-----------	-----------	-----------	----------	--------	------	----------	----------	-----	---------------	---------------	------------------	------------------	----

It does not show you any records as you have not created any Locations for region R1 yet.

Step 4. Click the Add green button to create a new Location record.

Home » Master Data » Location Survey

Warehouse: SF240 BUYLAPTOP Warehouse

Zone: [?] [?] [?] [?]

Location Type: [?] [?] [?] [?]

Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐

Back Add Edit Copy Print

#	Warehouse	Region	X	Y	Z	Zone	Aisle	ID	Dis. ID	Type	Category	Status	Put. Lock	Pick Lock	Rel. Lock	STT Lock	Client	Item	Min. Qty	Rep. Qty	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Ed
---	-----------	--------	---	---	---	------	-------	----	---------	------	----------	--------	-----------	-----------	-----------	----------	--------	------	----------	----------	-----	---------------	---------------	------------------	------------------	----

Step 5. Fill in the location data and click OK button.



[Home](#) » [Master Data](#) » [Location Survey](#) » [Add Location](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
* Region: R1 ?
* Location: A 1 1
ID: Display ID:
* Zone: ZONE1 ?
Picking Zone: ?
Aisle: ?
* Status: AVAILABLE
* Occupancy: EMPTY
* Addition Allowed: ☒
Storage Client: ?
Max. Weight: 999999 KG
Free Weight: KG

SETTINGS

* Location Type: LT1 ?
* Location Category: [RESERVED](#) ☐ | [PICKING](#) ☒ | [FIXED](#) ☐
* Item ABC Category: [A](#) ☒ | [B](#) ☐ | [C](#) ☐
* Location Lock: [PUTAWAY](#) ☐ | [PICKING](#) ☐ | [RELOCATION](#) ☐ | [STOCKTAKING](#) ☐
* Location Priority: [PUTAWAY](#) 50 | [PICKING](#) 50

Please note,
>> these five fields are the 5 keys for the warehouse location, they are 1) **Warehouse code** – SF240; 2) **Region** – R1 (you created in previous section); 3) **Location** – A 1 1 (A is the **Aisle**; first 1 is the **Section**; second 1 is the **Level**).

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
* Region: R1
* Location: A 1 1

>> the rest of fields just copy what I had filled in.



After you click OK button,

[Home](#) » [Master Data](#) » [Location Survey](#) » [Add Location](#)

Booking successful!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

* Region: R1 [Storage Region for Shopify Products](#) ?

* Location: A 1 1

ID: SF240R1A11 Display ID: SF240-R1-A-1-1

* Zone: ZONE1 [Default zone for warehouse SF240](#) ?

Picking Zone: ?

Aisle: ?

* Status: AVAILABLE ▾

* Occupancy: EMPTY ▾

* Addition Allowed: ☒

Storage Client: ?

Max. Weight: 999999 KG

Free Weight: 999999 KG

SETTINGS

* Location Type: LT1 [Default location type warehouse SF240](#) ?

* Location Category: RESERVED ☐ | PICKING ☒ | FIXED ☐

* Item ABC Category: A ☒ | B ☐ | C ☐

* Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐

* Location Priority: PUTAWAY 50 | PICKING 50

OK New Location Delete Copy Clear Back

Wow, you had successfully created your first warehouse **Location**. Its full name is

SF240 R1 A 1 1

which corresponds to Warehouse code, Region code, Aisle, Section, Level.

Note that even though you did not fill in the 'ID:' field when you created the location, the system will automatically generate an Location ID **SF240R1A11** (basically concatenate the five attributes of the location together) for you. This location **ID** is an unique identifier for the location. Now you can click the **Back** button at the bottom go back to previous screen. Now, the Location Survey screen will show the warehouse Location you just created.



Home » Master Data » Location Survey

Warehouse: SF240 Location: R1 ? ? ? ? ? ? ? ? ? ?
 Zone: ? ? ? ? ? ? ? ? ? ?
 Location Type: ? ? ? ? ? ? ? ? ? ?
 Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐
 Location Category: RESERVED ☐ | PICKING ☐ | FIXED ☐
 Filter: Status = ? ? ? ? ? ? ? ? ? ?

Back Add Edit Copy Print

#	Warehouse	Region	X	Y	Z	Zone	Aisle	ID	Dis. ID	Type	Category	Status	Put. Lock	Pick Lock	Rel. Lock	STT Lock	Client	Item	Min. Qty	Rep. Qty	UOM	Creation Date	Creation User	Last Update Date	Last Update User	Ed
1	SF240	R1	A	1	1	ZONE1		SF240R1A11-1-1		LT1	PICKING	FREE	N	N	N	N			0	0		24/09/2015 23:33:38	SF240	24/09/2015 23:33:38	SF240	

1

You can follow the same method to create the second warehouse location,

SF240 R1 B 1 1

Home » Master Data » Location Survey » Add Location

Warehouse: SF240 BUYLAPTOP Warehouse

* Region: R1 ?

* Location: B 1 1

ID: Display ID:

* Zone: ZONE1 ?

Picking Zone: ?

Aisle: ?

* Status: AVAILABLE

* Occupancy: EMPTY

* Addition Allowed: ☒

Storage Client: ?

Max. Weight: 999999 KG

Free Weight: KG

SETTINGS

* Location Type: LT1 ?

* Location Category: RESERVED ☐ | PICKING ☒ | FIXED ☐

* Item ABC Category: A ☒ | B ☐ | C ☐

* Location Lock: PUTAWAY ☐ | PICKING ☐ | RELOCATION ☐ | STOCKTAKING ☐

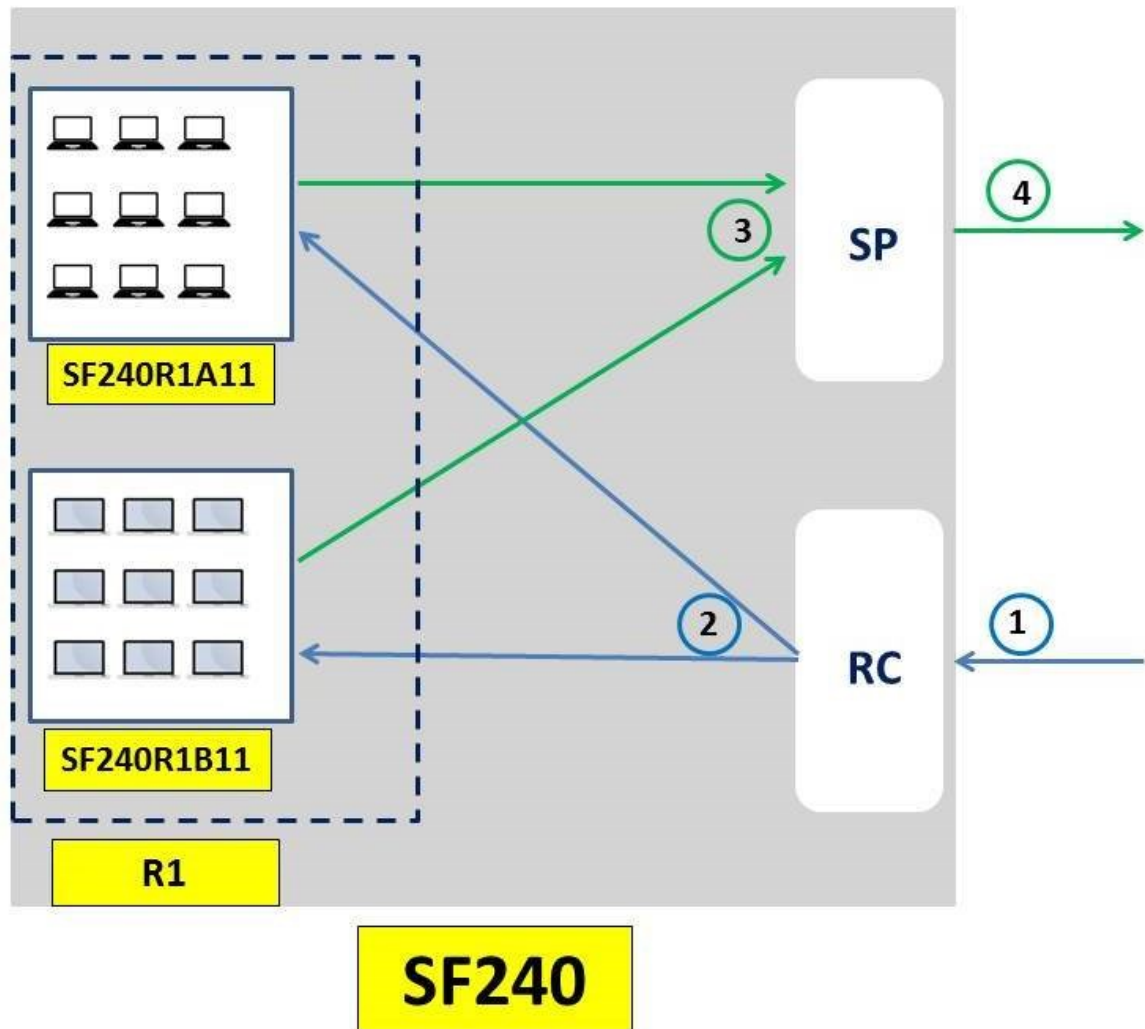
* Location Priority: PUTAWAY 50 | PICKING 50

OK Clear Back

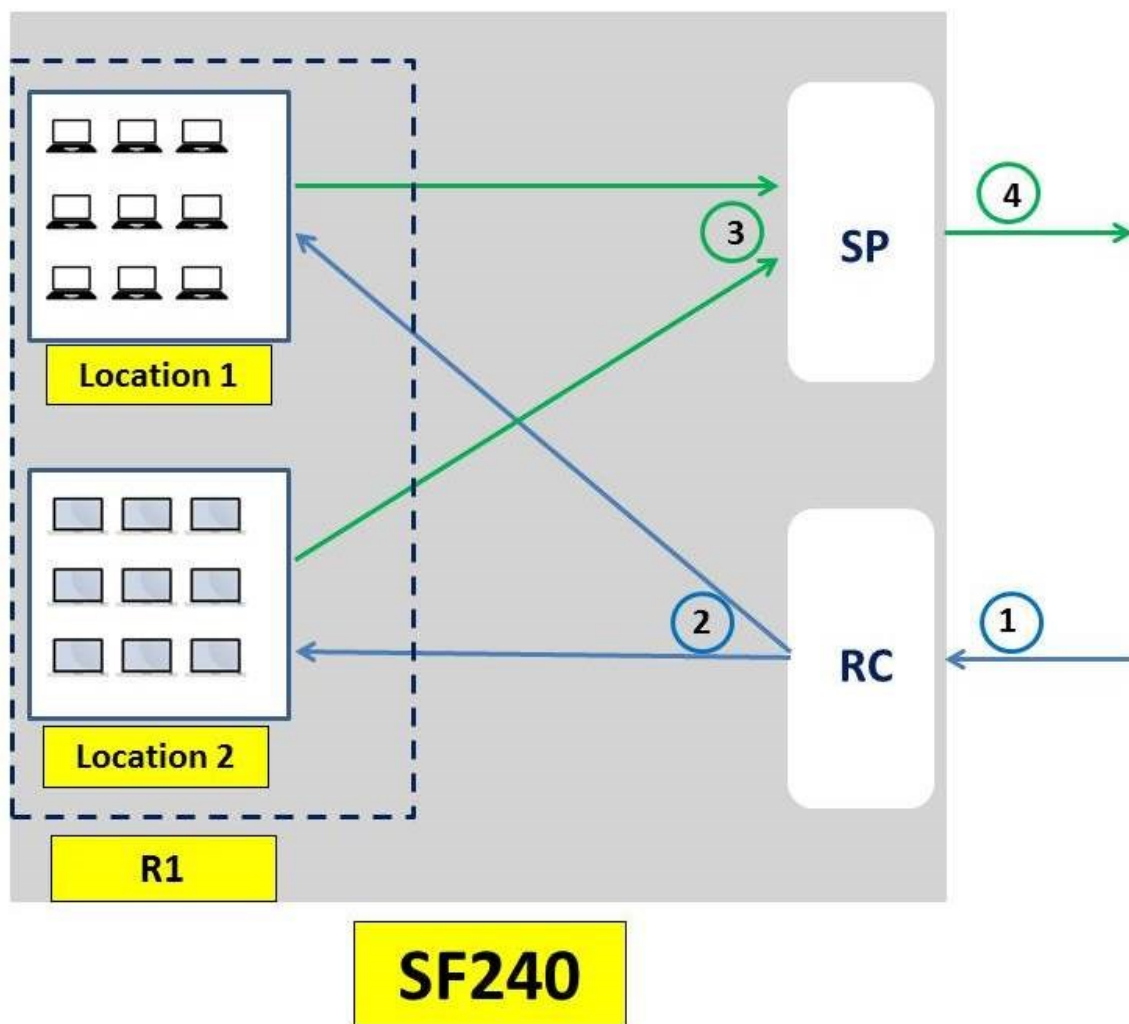
After that, you have two warehouse **Locations** defined under warehouse **Region R1**, who belongs to **Warehouse SF240**.



So now, my Distribution Center will look like the following,



Great! I have completed the setup of my small Distribution center which only has TWO locations, the first location will be used to store my Dell Laptop; the second location will be used to store my Macbook Laptop.



So now my whole Distribution Center **SF240** has three Regions, **RC**, **SP**, **R1**. **RC** and **SP** are two special regions for receiving and shipping purpose; **R1** is a storage Warehouse Region, it has two warehouse Locations **Location 1** and **Location 2** inside it. Let us continue to define these two locations,

Create Warehouse Locations

Let us proceed to setup another entity which is used to indicate the quality of the products you receive to the warehouse.

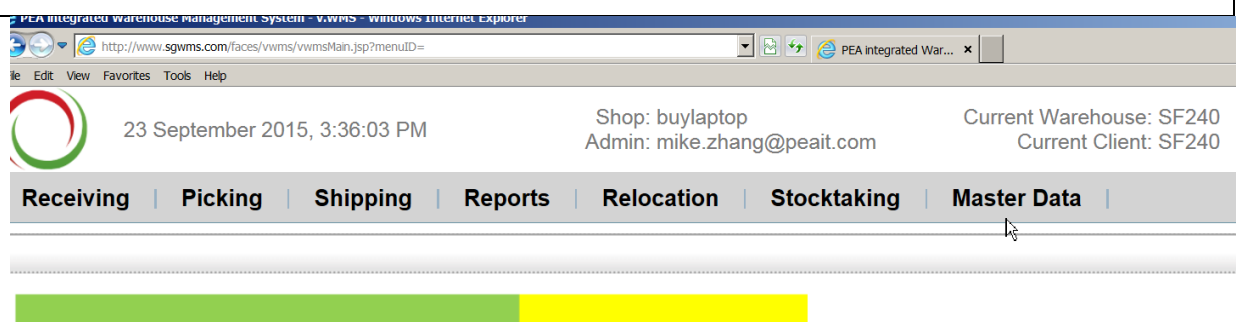


5.3 Set up Quality Assurance (QA) codes

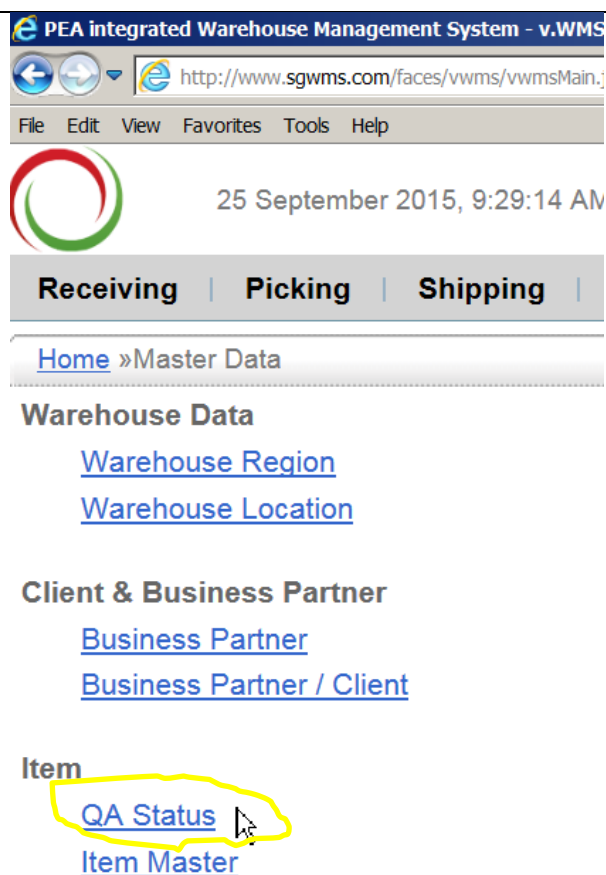
When you receive product stock to your Warehouse/DC, you can specify its quality assurance code to indicate its quality status (example, products in good quality; products that are damaged and cannot be used for fulfillment, etc.).

You can follow the following steps to define your own Quality Assurance (QA) status codes.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Master Data** menu.



Step 2. Click **QA Status** menu.





Step 3. Click the green refresh button to retrieve all existing QA codes.

Home » Master Data » QA Code Survey

Client: SF240 BUYLAPTOP Client QA Code: = 

 Back  Add  Edit

#	Client	QA Code	Description	QA Status Free	Creation Date	Creation User	Last Update Date
---	--------	---------	-------------	----------------	---------------	---------------	------------------

You will find there is one existing QA code **GOOD**. Hey, wait a minute, you have not defined any new QA code, why there is one already? This **GOOD** QA status was created by Store SCM App when you install it. When Store SCM App initialize your Shopify inventory, it will assign this GOOD QA code to them (i.e. assume all your products are in good quality status).

Home » Master Data » QA Code Survey

Client: SF240 BUYLAPTOP Client QA Code: = 

 Back  Add  Edit

#	Client	QA Code	Description	QA Status Free	Creation Date	Creation User	Last Update Date
1	SF240	GOOD	Good condition	Y	23/09/2015 07:40:22	VVMS	23/09/2015 07:40:22

Step 3. Click the Add green button to add a new QA status code.

Home » Master Data » QA Code Survey

Client: SF240 BUYLAPTOP Client

 Back  Add  Edit

#	Client	QA Code	Description	QA Status Free	Creation Date
1	SF240	GOOD	Good condition	Y	23/09/2015 07:40:22

Step 4. Fill in the new QA status code data.

Home » Master Data » QA Code Survey » Add QA Code

Client: SF240 BUYLAPTOP Client

* QA Code:

* Description:

* QA Status Free: ☒



Note the field '**QA Status Free**', this field indicates whether the stock with this QA status are available for picking or not, if you tick this field, it means that it is available for picking, if you un-tick this field, it means any stock with this QA status is not available for picking. You can make use of this field to quarantine damaged stock.

After you click the OK button,

[Home](#) » [Master Data](#) » [QA Code Survey](#) » [Add QA Code](#)

Booking successful!

Client: SF240 BUYLAPTOP Client

* QA Code:

* Description:

* QA Status Free: ☒

Yes, you have successfully created your first QA status code! You can now click the **Back** button return to previous screen.

[Home](#) » [Master Data](#) » [QA Code Survey](#)

Client: SF240 BUYLAPTOP Client QA Code:

#	Client	QA Code	Description	QA Status Free	Creation Date	Creation User	Last Update Date
1	SF240	GOOD	Good condition	Y	23/09/2015 07:40:22	VWMS	23/09/2015 07:40:22
2	SF240	RFB	Refurbished	Y	25/09/2015 10:12:16	SF240	25/09/2015 10:12:16

1

You have two QA status codes now, you can define as many as you require. When you receiving products stock to your Warehouse/DC, you can assign one of the QA status codes to your products stock.



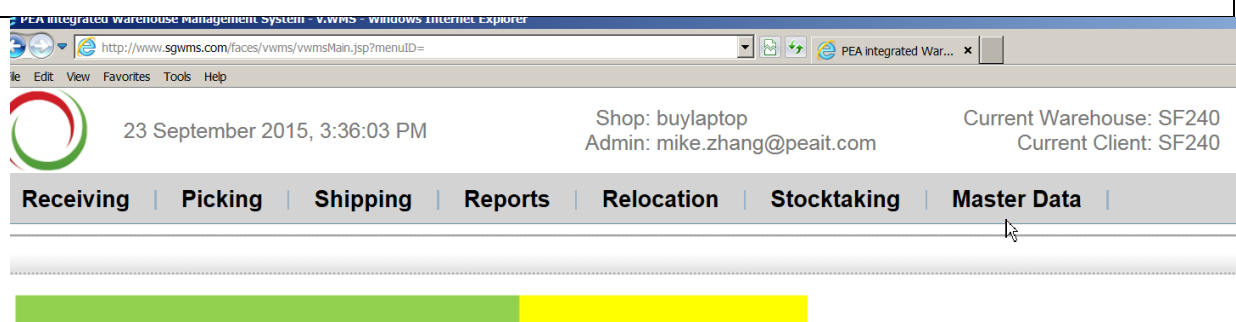
5.4 Setup Business Partner

Business partners refer to parties/companies/individuals who have business relationship with you. In Store SCM App, a business partner can be one of the three,

- **Supplier** – who supply products to you.
- **Customer** – who buy products to you and you deliver to them from your warehouse/DC.
- **Shipper** – who ship products to your Customers, usually it is yourself.

When you run your Shopify backend logistics execution with **Store SCM App**, you do not really need to define **Customers** or **Shippers**, your Shopify online store maintain your customers list and yourself is the only shipper. The only Business Partner you need to define is **Suppliers**. Suppliers are assigned to receiving orders.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Master Data** menu.



Step 2. Click **Business Partner** menu.




25 September 2015, 10:40:09 AM

[Receiving](#) | [Picking](#) | [Shipping](#) | [Reports](#)

[Home](#) » Master Data

Warehouse Data

[Warehouse Region](#)

[Warehouse Location](#)

Client & Business Partner

[Business Partner](#)

[Business Partner / Client](#)

Step 3. Click the green refresh button to retrieve all existing business partners.

[Home](#) » [Master Data](#) » Business Partners

Business Partner: =

Back
 Add **Edit**

#	Business Partner	Description
There is no records found (means you have not defined any Business Partner yet).		

[Home](#) » [Master Data](#) » Business Partners

Business Partner: =

Back
 Add **Edit**

#	Business Partner	Description	Creation Date

Step 3. Click the **Add** green button to add a new Business Partner.



Home » Master Data » Business Partners

Business Partner: =

Back Add Edit

#	Business Partner	Description
---	------------------	-------------

Step 4. Fill in the new business partner data and click **OK** button.

Home » Master Data » Business Partners » Add Business Partner

* Business Partner:

* Description:

After you click the OK button,

Home » Master Data » Business Partners » Add Business Partner

Booking successful!

* Business Partner:

* Description:

Yes, you have successfully created your first Business partner **SUPPLIER-1**! You can now click the **Back** button return to previous screen.

Home » Master Data » Business Partners

Business Partner: =

Back Add Edit

#	Business Partner	Description	Creation Date
1	SUPPLIER-1	Supplier No. 1	25/09/2015 11:01:48

1

You have one business partner now. It is not completed yet, the system does not know if the new Business Partner SUPPLIER-1 is a supplier, or customer, or shipper (I know it sounds like a supplier since you named it as SUPPLIER-1, but you need to explicitly tell the system that SUPPLIER-1 is a supplier).



Step 5. Click **Business Partner / Client** menu.

25 September 2015, 11:08:29 AM

Receiving | Picking | Shipping | Reports

[Home](#) » Master Data

Warehouse Data

[Warehouse Region](#)

[Warehouse Location](#)

Client & Business Partner

[Business Partner](#)

[Business Partner / Client](#)

Step 6. Click the green refresh button to retrieve all existing records.

[Home](#) » [Master Data](#) » Business Partner / Client

Business Partner: =

Client: ?

Relationship:

[Back](#) [Add](#) [Edit](#)

#	Business Partner	Relationship	Client	Creation Date	Creation User	Last Update Date
---	------------------	--------------	--------	---------------	---------------	------------------

There is no existing records yet.

[Home](#) » [Master Data](#) » Business Partner / Client

Business Partner: =

Client: ?

Relationship:

[Back](#) [Add](#) [Edit](#)

#	Business Partner	Relationship	Client	Creation Date
---	------------------	--------------	--------	---------------

Step 7. Click the green **Add** button to assign the newly created business partner to Warehouse Client (i.e. yourself).



[Home](#) » [Master Data](#) » **Business Partner / Client**

Business Partner: =

Client: ?

[Back](#)
[Add](#)
[Edit](#)

#	Business Partner	Relationship	Client

Step 8. Fill in/Select the data and click **OK** button.

[Home](#) » [Master Data](#) » [Business Partner / Client](#) » **Add Business Partner / Client**

Business Partner: ?

Client: ?

Relationship: ?

Stock Ownership: ☐

Default: ☒

[Home](#) » [Master Data](#) » [Business Partner / Client](#) » **Add Business Partner / Client**

Booking successful!

Business Partner: x ?

Client: ?

Relationship: ?

Stock Ownership: ☐

Default: ☒

Congratulations! Finally, you have successfully created a new Supplier **SUPPLIER-1** for you.



6 Inventory

6.1 Overview

In **Store SCM App**, **Inventory** (i.e. **Stock**) is uniquely defined by the following attributes,

1. **Item code** (corresponding to your Shopify product SKU code)
2. **Location**
3. **Stock attributes**

Let us explain one by one by the following example,



On warehouse **Location SF240R1A11** (**SF240-R1-A-1-1**), the **Item** (product code) is **SKU-DELL-M6500**, its quantity is **50** (by the way, Stock must have quantity, but quantity itself is not really its identifier). And this 50 laptops has the following **Stock Attributes**,

- **Batch lot: LOT123** (a lot of products are manufactured in different batches, this batch lot is used to differentiate products produced in different batches)
- **FIFO** (the date/time you receive the stock to Warehouse/DC): **9 July 2015**
- **Expiry** (the expiry date of the product)

Store SCM App defines Stock via these three attributes.

But this is how Store SCM App defines stock in its Inventory/Warehouse Management systems, but physically, product stock exists in different forms, some of them are in cartons, some of them are stored on a pallet. In Store SCM Store Warehouse Management system, products are received in one of two kinds of objects,

- **Handling Unit (HU)** objects, examples: cartons, loose products.
- **Loading Medium (LM)** objects, each LM object has two parts, a loading medium object such as a pallet; on top of it, there are one or more Handling Unit objects.



The above are examples of **Handling Unit** objects.



The above are examples of **Loading Medium** object.

Usually there is barcode **ID** for each **Handling Unit**, we call it **HU ID**. And for **Loading Medium** object, there is a barcode **ID** for the pallet, we can **LM ID** or **License Plate ID**. Each Handling Unit object on the LM has its own HU IDs too. The following location **SF240R1A11** has one HU object whose ID is **HU12346**; it has one LM object whose ID is **PL999888**, on top of the LM object, there is another HU object, whose ID is **HU222333**.





So what is the relationship between HU objects, LM objects and the **Stock** we just described?

Example 1. On a location **SF240R1A11**, I have two physical cartons, so in Store SCM App, it represents these two cartons as two separate HU objects, the following are the content of each of them,

HU object	Content	Stock
Carton 1	Item: ABC QTY: 10 Batch: LOT123	Location: SF240R1A11 Item: ABC Stock Attribute (Batch): LOT123 QTY: 15
Carton 2	Item: ABC QTY: 5 Batch: LOT123	

Since both cartons contain the same Item, their Stock attributes are the same, and they are on the same location too! Remember our Stock definition:

Inventory (i.e. **Stock**) is uniquely defined by the following attributes,

1. **Item code** (corresponding to your Shopify product SKU code)
2. **Location**
3. **Stock attributes** (I use Batch only to illustrate the idea)

Hence they belong to the same Stock, and the stock quantity will be the total of the individual HU objects (i.e. cartons) quantities ($10 + 5 = 15$).

Example 2. On a location **SF240R1A11**, I have two physical cartons, so in Store SCM App, it represents these two cartons as two separate HU objects, the following are the content of each of them,

HU object	Content	Stock
Carton 1	Item: ABC QTY: 10 Batch: LOT123	Location: SF240R1A11 Item: ABC Stock Attribute (Batch): LOT123 QTY: 10
Carton 2	Item: ABC QTY: 5 Batch: LOT999	



Even though both carton contains the same Item and they are on the same location, but they have different Stock attributes. Remember our Stock definition:

Inventory (i.e. **Stock**) is uniquely defined by the following attributes,

1. **Item code** (corresponding to your Shopify product SKU code)
2. **Location**
3. **Stock attributes** (I use Batch only to illustrate the idea)

Hence they belong to the two separate Stock records, the first stock record has quantity 10, the second stock record has quantity 5.

So now you understand how Store SCM App system represents stock and physical products objects. When you initially install our Store SCM App, our system has no idea of how you store your products, how many warehouses/DCs you have, how many locations you have, what are the batch lots of your products, etc. We have no idea at all, we only know the following information from your Shopify store,

- Product name and its SKU codes.
- their current quantities.

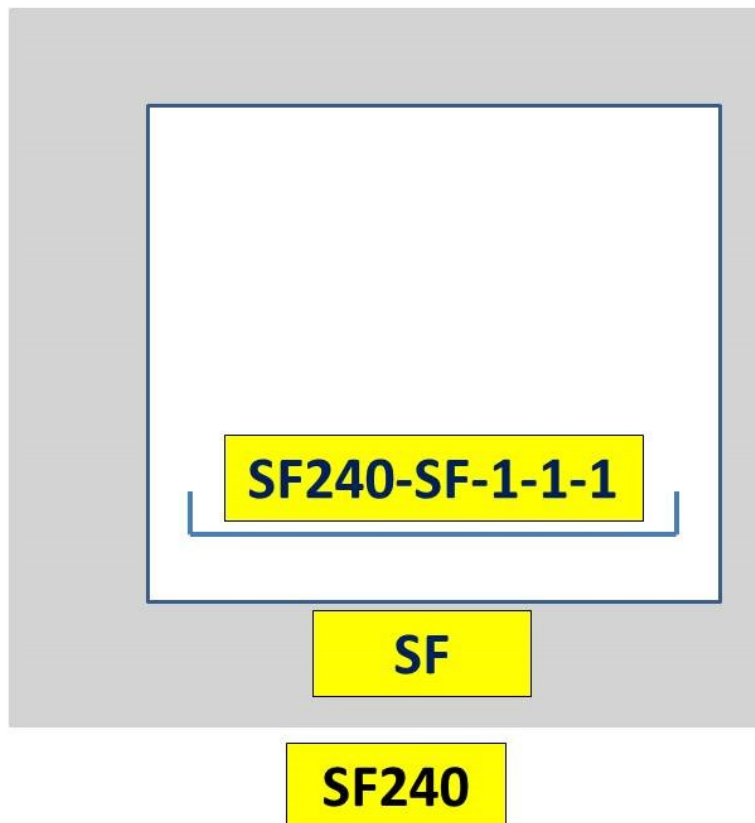
Our Store SCM App handles your initial Shopify stock in this way,

Step 1 Create a virtual warehouse **Region** named **SF** under your **Warehouse SF240**.

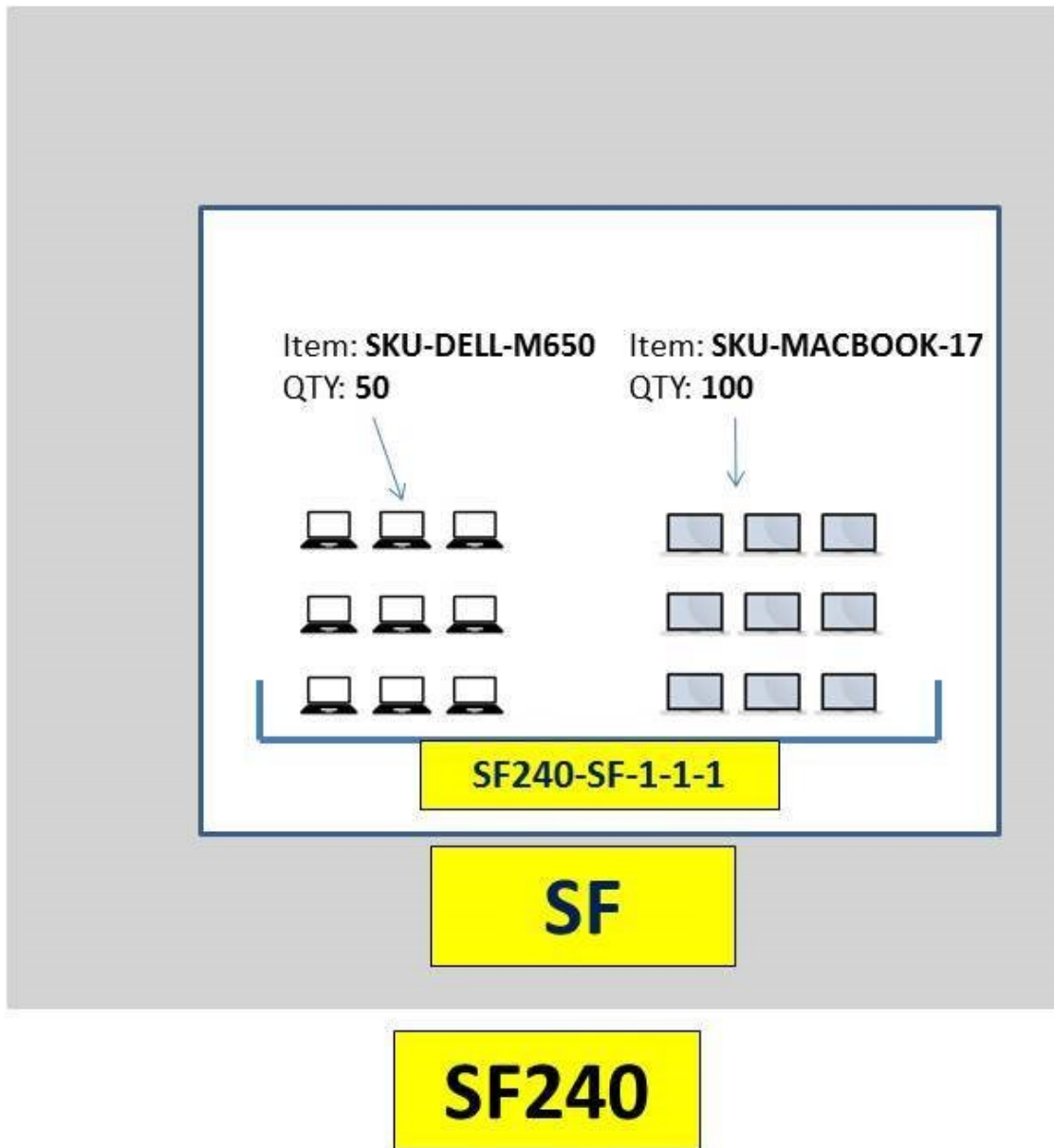




Step 2 Create a single virtual warehouse **Location SF240-SF-1-1-1** (Warehouse: SF240; Region: SF; Aisle: 1; Section: 1; Level: 1).



Step 3 Create **Stock** records for each of your current Products in your Shopify store. So now both your 50 Dell Laptops and 100 Macbook Laptops on this virtual location!



You can actually login to Store SCM App to check your initial stock in our Warehouse Management system,

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Reports** menu.



PEA integrated Warehouse Management System - v.WMS - Windows Internet Explorer

http://www.sgwwms.com/faces/shopify/auth.jsp

File Edit View Favorites Tools Help

25 September 2015, 5:12:25 PM

Receiving | Picking | Shipping | Reports | Relocation | Stockt

Supply Chain Management

Inbound
Inventory
Orders
Outbound

Step 2. Click **By Location, Item** menu.

Receiving | Picking | Shipping | Reports |

[Home](#) » Reports

Inventory

- [By Location, Detail Stock](#)
- [By Location, Item](#)
- [By Location, QA Code](#)
- [By Location, Batch lot](#)
- [By Location, Stock Owner](#)

Step 3. Click the green refresh button to retrieve all stock.



Home » Reports » Inventory by Location and Item

Warehouse: SF240 BUYLAPTOP Warehouse

Zone: ZONE1 Default zone for warehouse SF240

Region: ☐ R1 ☐ SF ☐ RC ☐ SP

Client: SF240 BUYLAPTOP Client

Item: ? = v

To Item: ?

Back PDF HTML Excel Export

Here you go! You will find there are two records displayed. Each of represents a **Stock** record in Store SCM App, both of them are at **Location** SF001001001 (which is the location display ID of the virtual location SF240-SF-1-1-1), and their **Item** columns show their Item codes, and **Qty** column show their quantities, 50 and 100 respectively!

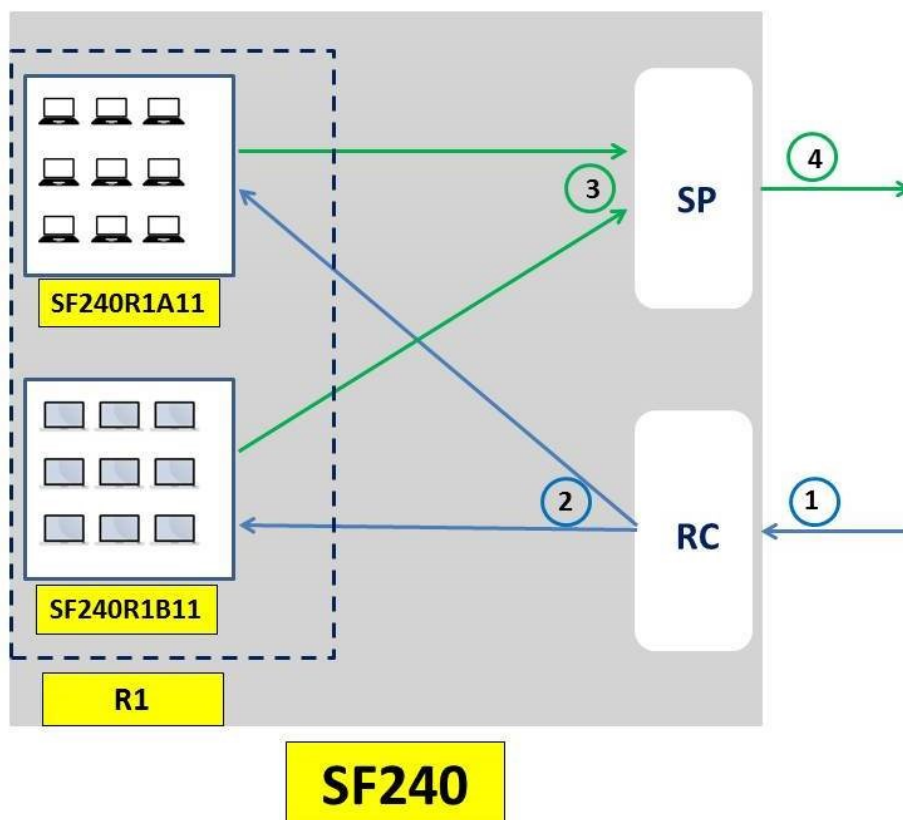
Home » Reports » Inventory by Location and Item

Back Search Again PDF HTML Excel Export

#	Location	Client	Item	Description	Qty	UOM
1	SF001001001	SF240	SKU-DELL-M6500	Dell Laptop	50	EACH
2	SF001001001	SF240	SKU-MACBOOK-17	Macbook Laptop	100	EACH

1

You might ask me now: how can you book all my products stock on this non-existent virtual location? I thought that you assumed that my Warehouse/DC is setup in the following way,





Yes, I know, but it is your Warehouse/DC, you know you have two physical locations, as a software vendor of Store SCM App, we do not know. Then you might ask us,

What should I do now?

You have two options.

Option 1. Do nothing.

This is an easy/time-saving solution. You just leave all your initial stock in this big virtual location. When the Warehouse Management system picks these initial stock, it will indicate this virtual location on its picking lists, you will know 'ah, this stock is my initial stock before I run Store SCM App, and I need to manually go to their physical locations to pick.

For the new stock, you do not specify in Shopify any more, you use Store SCM App Warehouse Management system to do receiving to the locations you defined, and Store SCM App will automatically update your Shopify inventory! You will never need to manually maintain product quantities after you install our Store SCM App!

Once you picked all your initial Shopify stock, all your new stock (stock received via Store SCM App) will be having their actual warehouse locations.

Option 2. Relocation.

The second option is to relocate the stock in this virtual locations to their respective warehouse locations you had setup for your warehouse/DC. This can be done by Store SCM App Warehouse Management system. In the next section, I will show you how to do this.

If you relocate all your stock from the virtual location to their actual warehouse locations.

When the Warehouse Management system picks this initial stock, it will indicate their actual warehouse locations on its picking lists. **For the new stock, you do not specify in Shopify**

any more, you use Store SCM App Warehouse Management system to do receiving to the locations you defined, and Store SCM App will automatically update your Shopify



inventory! You will never need to manually maintain product quantities after you install our Store SCM App!

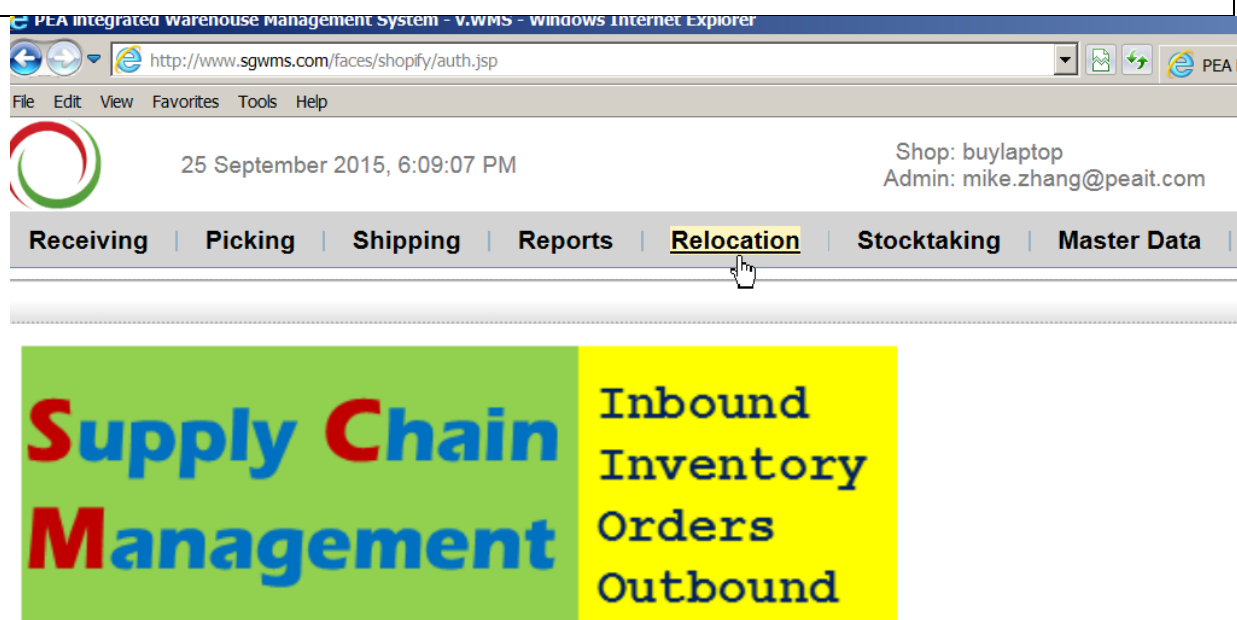
6.2 Relocation

You use **Relocation** to relocate Handling Unit object or Loading Medium object from their current location (source location) to another warehouse location (destination location). After relocation, their stock will be relocated from its source warehouse location to the destination warehouse location.

What we are going to do is,

- Relocate the 50 Dell laptops from virtual location SF240-SF-1-1-1 to its actual warehouse location SF240-R1-A-1-1.
- Relocate the 100 Macbook laptops from virtual location SF240-SF-1-1-1 to its actual warehouse location SF240-R1-B-1-1.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Relocation** menu.



Step 2. Click **Relocation of Handling Unit** menu.



25 September 2015, 6:09:31 PM

Receiving | Picking | Shipping | Reports

[Home](#) » [Relocation](#)

[Relocation](#)
[Relocation of Loading Medium](#)
[Relocation of Handling Unit](#)

Step 3. Click any green refresh button to retrieve all handling unit objects.

Home » Relocation » Handling Units

Warehouse: SF240 BUYLAPTOP Warehouse

Item: ?

Owner: ?

HU ID: =

LM ID: =

HU Order Type: ?

HU Order Ref. No.: =

Client: SF240 BUYLAPTOP Client

Location: ?

QA Code: ?

Batch Lot: =

LM Type: ?

HU Order No.: =

Filter: FIFO Date =

Back
 Relocate
 Bulk Relocate
 View

The system will show you two handling unit objects created by Store SCM App when you install the App. The first HU object is for the 50 Dell laptops; the second HU object is for the 100 Macbook laptops.

Home » Relocation » Handling Units

Warehouse: SF240 BUYLAPTOP Warehouse

Item: ?

Owner: ?

HU ID: =

LM ID: =

HU Order Type: ?

HU Order Ref. No.: =

Client: SF240 BUYLAPTOP Client

Location: ?

QA Code: ?

Batch Lot: =

LM Type: ?

HU Order No.: =

Filter: FIFO Date =

Back
 Relocate
 Bulk Relocate
 View

☐	#	HU ID	LM ID	LM Type	Location	Client	Item	Qty	UOM	Owner	QA Code	Batch Lot	FIFO	Expiry Date	Receiving Order Type	Receiving Order No.	Rt Qi
☐	1	00018075			SF240-SF-001-001-001	SF240	SKU-DELL-M6500	50	EACH					23/09/2015 07:40:25			0
☐	2	00018077			SF240-SF-001-001-001	SF240	SKU-MACBOOK-17	100	EACH					23/09/2015 07:40:25			0
1																	

Step 4. Let us relocate the first HU object to its actual warehouse location SF240-R1-A-1-1 first, click the checkbox of the first HU object record.



☐	#	HU ID	LM ID	LM Type	Location	Client	Item
☒	1	00018075			SF240-SF-001-001-001	SF240	SKU-DELL M6500
☐	2	00018077			SF240-SF-001-001-001	SF240	SKU-MACBOOK

Step 5. Click Relocate button.

1 Type	Location	Client	Item
	SF240-SF-001-001-001	SF240	SKU-DELL-M6500
	SF240-SF-001-001-001	SF240	SKU-MACBOOK-17

Step 6. Fill in 1) Relocate Qty: field, 2) Dst Loc.: field, then click OK button. Note, 'Relocate Qty' indicates the quantity of the stock you would like to relocate to the designation location, in our case, we relocate ALL the 50 Dell laptops. The 'Dst Loc.' is the actual warehouse location you setup, this is the location where the 50 Dell laptop resides. That means you merely use the Relocation function to relocate the system stock from the virtual location to the destination location, and physically you do not need to move it since it is there physically. You use Relocation the correct the system stock location. In this case, the Dst Loc. is **SF240-R1-A-1-1**, you key in its Warehouse/Region/Aisle/Section/Level in the Warehouse/Region/X/Y/Z fields respectively.



[Home](#) » [Relocation](#) » [Handling Units](#) » Relocate Handling Unit

HU ID: 00018075
 LM ID:
 Client:
 Item: SKU-DELL-M6500 [Dell Laptop](#)
 Order: 0

RELOCATE DESTINATION

STOCK ATTRIBUTES DATA

Quantity: 50 EACH
 * Relocate Qty: EACH
 Relocation HU ID:

	Warehouse	Region	X	Y	Z
Src. Loc.:	SF240	SF	001	1	1
Dst. Loc.:	SF240	R1	A	1	1
Dst. Loc. ID:					
Dst. LM ID:	? Click left-side green button to retrieve existing LM IDs on the destination				
LM Type:	?				
External ID:					
Length:					
Width:					
Height:					
Net Vol.:					
Gross Vol.:					
Net Wgt.:					
Gross Wgt.:					

After you click OK button,



[Home](#) » [Relocation](#) » [Handling Units](#) » Relocate Handling Unit

Relocate successful!

HU ID: 00018075
 LM ID:
 Client:
 Item: SKU-DELL-M6500 [Dell Laptop](#)
 Order: 0

RELOCATE DESTINATION

STOCK ATTRIBUTES DATA

Quantity: 50 EACH
 * Relocate Qty: EACH
 Relocation HU ID:

	<u>Warehouse</u>	<u>Region</u>	<u>X</u>	<u>Y</u>	<u>Z</u>
Src. Loc.:	SF240	SF	001	1	1
Dst. Loc.:	SF240	R1	A	1	1
Dst. Loc. ID:					
Dst. LM ID:	? Click left-side green button to retrieve existing LM IDs on the destination				
LM Type:	?				
External ID:					
Length:					
Width:					
Height:					
Net Vol.:					
Gross Vol.:					
Net Wgt.:					
Gross Wgt.:					

It shows you that the relocation is successful, you can now click **Back** button return to previous screen.



Home » Relocation » Handling Units

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client

Item: Location: QA Code: Batch Lot: LM Type: HU Order No.: Filter: FIFO Date

Owner: HU ID: LM ID: HU Order Type: HU Order Ref. No.:

Back Relocate Bulk Relocate View

#	HU ID	LM ID	LM Type	Location	Client	Item	Qty	UOM	Owner	QA Code	Batch Lot	FIFO	Expiry Date	Receiv Order 1
1	00018075			SF240-R1-A-001-001	SF240	SKU-DELL-M6500	50	EACH				23/09/2015 07:40:25		
2	00018077			SF240-SF-001-001-001	SF240	SKU-MACBOOK-17	100	EACH				23/09/2015 07:40:25		

1

You can see that the 50 Dell laptops now are at SF240-R1-A-001-001 (location display ID for SF240-R1-A-1-1 location)!

You can now follow the same steps to relocate the 100 Macbook laptops from the virtual location to its actual warehouse location **SF240-R1-B-1-1**. I just show the screenshots here,

Back Relocate Bulk Relocate View

#	HU ID	LM ID	LM Type	Location	Client	Item	Qty	UOM	Owner
1	00018075			SF240-R1-A-001-001	SF240	SKU-DELL-M6500	50	EACH	
☒ 2	00018077			SF240-SF-001-001-001	SF240	SKU-MACBOOK-17	100	EACH	

1



Item ID: 00018077

Item ID:

Client:

Item: SKU-MACBOOK-17 Macbook Laptop

Order: 0

RELOCATE DESTINATION

STOCK ATTRIBUTES DATA

Quantity: 100 EACH

Relocate Qty: 100 EACH

Relocation HU ID:

Warehouse Region X Y Z

Src. Loc.: SF240 SF 001 1 1

Dest. Loc.: SF240 R1 B 1 1

Dest. Loc. ID:

Dest. LM ID: ? Click left-side green button to retrieve existing LM IDs on the destination

LM Type: ?

External ID:

Length:

Width:

Height:

Net Vol.:

Gross Vol.:

Net Wgt.:

Gross Wgt.:

OK

Clear

Back

Back Relocate Bulk Relocate View										
☐	#	HU ID	LM ID	LM Type	Location	Client	Item	Qty	UOM	Owner
☐	1	00018075			SF240-R1-A-001-001	SF240	SKU-DELL-M6500	50	EACH	
☐	2	00018077			SF240-R1-B-001-001	SF240	SKU-MACBOOK-17	100	EACH	
										1

So now, these two stock are at their actual warehouse locations!

In the next chapter, I will show how to process the Shopify orders in Store SCM Store.



7 Process Shopify Orders

7.1 Overview

In this chapter I will show you how your process Shopify online consumer orders. The basic idea is: You will run Store SCM App to process your Shopify online orders, it will help you to find where your products are located, then your warehouse folks pick the products based on the picking lists. Once you dispatch the order from Store SCM App, it will automatically update the Fulfillment status of the Shopify orders.

The sequence of events in the order of their occurrence is,



1. Your Shopify online customer **places an order** from your Shopify store.
2. This order will be automatically retrieved by Store SCM App and it will automatically **generate a delivery order** in its Warehouse Management System.



3. Picker (i.e. warehouse operator) in the warehouse/DC **releases the delivery order** in Warehouse Management System. Warehouse Management System generates **picking list**.
4. Picker **picks the products** based on the picking list.
5. Picker **confirms the picking list** in Warehouse Management System.
6. Picker **dispatches the delivery order** in Warehouse Management System.
7. Store SCM App **automatically updates the Shopify order** fulfillment status to.

The subsequent sections will illustrate each event in the above mentioned sequence.

7.2 Shopify Customer Place Online Order

I will act as an online consumer and place the following order from my Shopify store **buylaptop.myshopify.com**. I plan to buy,

- 5 Dell laptops.
- 10 Macbook laptops.

Before we place the order, let us check my Shopify store current stock,

🔍 Products Export Import

All Products

Filter products ▾

🔍 Start typing to search for products...

☐	Product ▲	Inventory	Type	Vendor
☐	 Dell Laptop	50 in stock	Laptop	buylaptop
☐	 Macbook Laptop	100 in stock	Laptop	buylaptop

Let me also check my Store SCM App stock for these two products,





Shop: buylaptop
Admin: mike.zhang@peait.com

Current Warehouse: SF240
Current Client: SF240

User ID: SF240

logon

Receiving

Picking

Shipping

Reports

Relocation

Stocktaking

Master Data

[Home](#) » [Reports](#) » Inventory by Location and Item

Back

Search Again

PDF

HTML

Excel

Export







Page 1 of 1

#	Location	Client	Item	Description	Qty	UOM
1	SF240-R1-A-1-1	SF240	SKU-DELL-M6500	Dell Laptop	50	EACH
2	SF240-R1-B-1-1	SF240	SKU-MACBOOK-17	Macbook Laptop	100	EACH
1						

Their stock is identical in Shopify store and our Store SCM App system. Now let us proceed to place the order.

Visit buylaptop.myshopify.com to place the following order.

<https://buylaptop.myshopify.com/>

shopify

View your admin

Your online store is password protected with "phaeld"

Featured Products

Dell Laptop
\$1,500

Macbook Laptop
\$2,000

QUICK LINKS

NEWSLETTER

Search

Sign up for promos



The screenshot shows the 'buylaptop' checkout page. The left sidebar contains the 'Payment method' section with 'Cash on Delivery (COD)' selected, a 'Billing address' section with 'Same as shipping address' selected, and a 'Subscribe to our newsletter' checkbox. A 'Complete order' button is at the bottom. The right sidebar shows the cart items: 10 Macbook Laptops at \$20,000.00 and 5 Dell Laptops at \$7,500.00. The subtotal is \$27,500.00, shipping is \$20.00, and taxes are \$0.00, resulting in a total of SGD \$27,520.00.

buylaptop
Cart > Customer information > Shipping method > Payment method

Payment method
All transactions are secure and encrypted. Credit card information is never stored.

Cash on Delivery (COD)

Billing address

☒ Same as shipping address
☐ Use a different billing address

☐ Subscribe to our newsletter

[< Return to shipping method](#) [Complete order](#)

buylaptop

Thank you for your purchase!
A confirmation email has been sent to mike.zhang@peait.com

Order BUY1001

Collect payment upon delivery.

Shipping address
Mike Zhang
888 Orchard Road
Singapore, 650888
Singapore
92629457

Shipping method
Heavy Goods Shipping

Billing address
Mike Zhang
888 Orchard Road
Singapore, 650888
Singapore
92629457

Payment method
Cash on Delivery (COD) —
\$27,520.00

[Return to store](#)

Macbook Laptop \$20,000.00
Dell Laptop \$7,500.00

Subtotal \$27,500.00
Shipping \$20.00
Taxes \$0.00
Total SGD \$27,520.00

Now if I login to my **buylaptop.myshopify.com** administration site, I can see I have a fresh order,



☑ Orders

Export

Create order

All Orders

Open

Unfulfilled

Unpaid

Filter orders

Start typing to search for orders...

	Order	Date	Customer	Payment status	Fulfillment status	Total
	BUY1001	2 minutes ago	Mike Zhang	Pending	Unfulfilled	\$27,520.00

It Shopify order number is **BUY1001**, its Fulfillment status is **Unfulfilled**. If I click the order, I can view its order details,

☑ Orders / BUY1001 Today at 10:58pm

Order details				🌐 Online Store
☑ Unfulfilled				
	Macbook Laptop SKU : SKU-MACBOOK-17	\$2,000.00 × 10	\$20,000.00	
	Dell Laptop SKU : SKU-DELL-M6500	\$1,500.00 × 5	\$7,500.00	
			Subtotal	\$27,500.00
			Shipping Heavy Goods Shipping 30.0 kg	\$20.00
			Tax	\$0.00
			Total	\$27,520.00

Now, let me login to the **Store SCM App** to check if there is a **Delivery Order** generated for my Shopify order **BUY1001**.

7.3 Store SCM App Generate Delivery Order

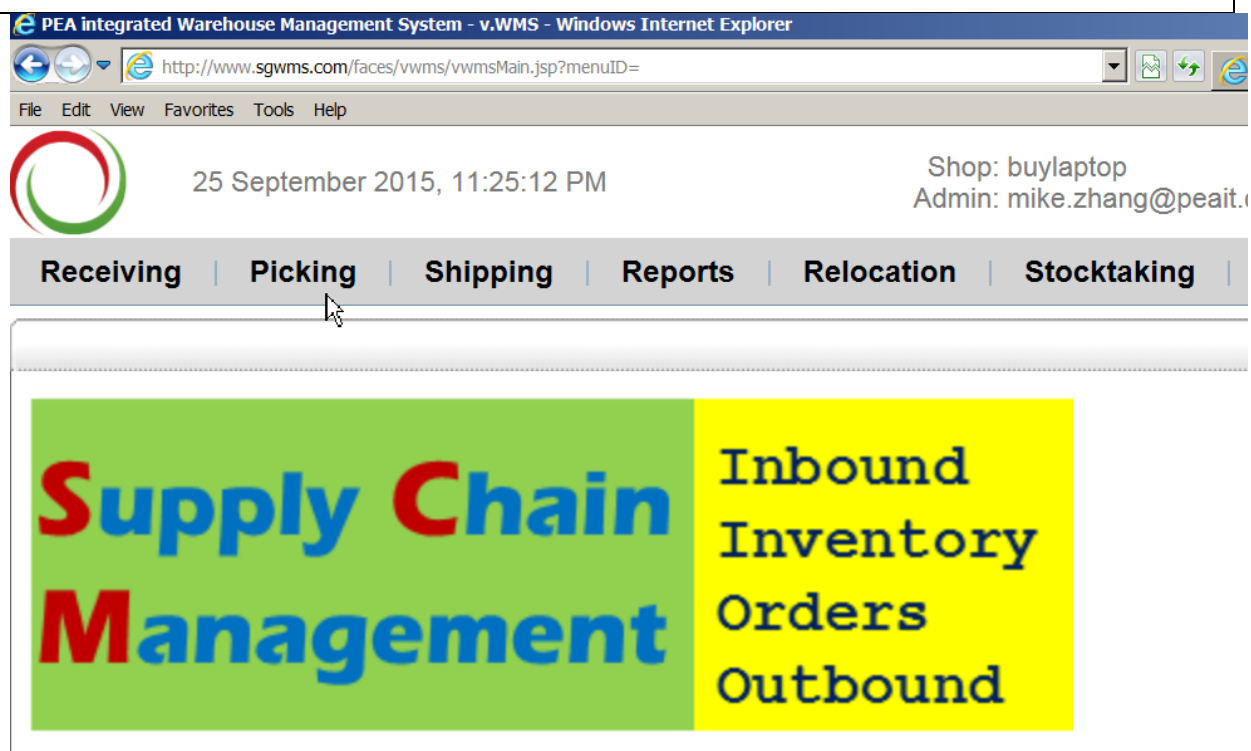


At the moment Shopify online consumer places an order (Shopify order number: **BUY1001**), Store SCM App will be alerted and it will copy the content of the Shopify Order **BUY1001** and create a **Delivery Order** in its Warehouse Management System, this Delivery Order has an external order reference number **BUY1001**, so that you will be able to link the Delivery Order with its Shopify order!

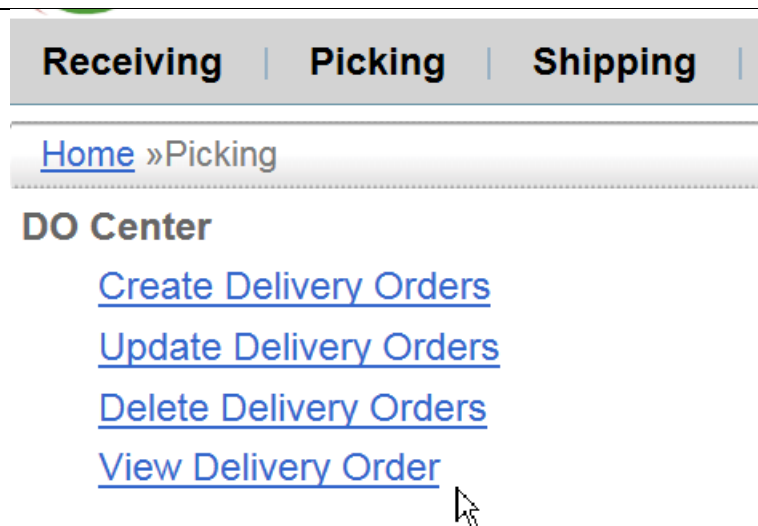
Let us check it out in Store SCM App Warehouse Management System,



Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Picking** menu.



Step 2. Click **View Delivery Order** menu.



Step 3. Key in Shopify order number **BUY1001** at 'DO Ref. No.:' filer field, and click the **refresh green button**.



Home » Picking » View Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

Client: SF240 BUYLAPTOP Client

DO No.: =

DO Ref. No.: BUY1001 x =

Customer: ?

Filter: Status

DO Number	Status	Client	DO Reference	Customer	Docking Station	Order Date	View
-----------	--------	--------	--------------	----------	-----------------	------------	------

There is a **Delivery Order**, whose internal order number 'DO No.' is **527** (this is a Store SCM App Warehouse Management System internal order number/ID). And its '**DO Reference**' is **BUY1001** (i.e. the Shopify Order number).

Home » Picking » View Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

Client: SF240 BUYLAPTOP Client

DO No.: =

DO Ref. No.: BUY1001 x =

Customer: ?

Filter: Status

#	DO Number	Status	Client	DO Reference	Customer	Docking Station	Order Date	View
1	527	REGISTERED	SF240	BUY1001	1393466885	SP-DOCK1	25/09/2015 23:00:27	v

You can click the **Order Lines** button to take a look at the Delivery Order detail data,

Home » Picking » View Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

Client: SF240 BUYLAPTOP Client

DO No.: =

DO Ref. No.: BUY1001 x =

Customer: ?

Filter: Status

Client	DO Reference	Customer
SF240	BUY1001	1393466885

You will be shown this following screen,



Home » Picking » View Delivery Orders » View Delivery Order Lines

Warehouse: SF240 BUYLAPTOP Warehouse Client: DO No.: 527 DO Ref. No.: Filter: Line No.: =

Back View Print Email

#	Line	Status	Type	Item/ID	Order Qty
1	1	REGISTERED	ITM	SKU-MACBOOK-17	10
2	2	REGISTERED	ITM	SKU-DELL-M6500	5
					1

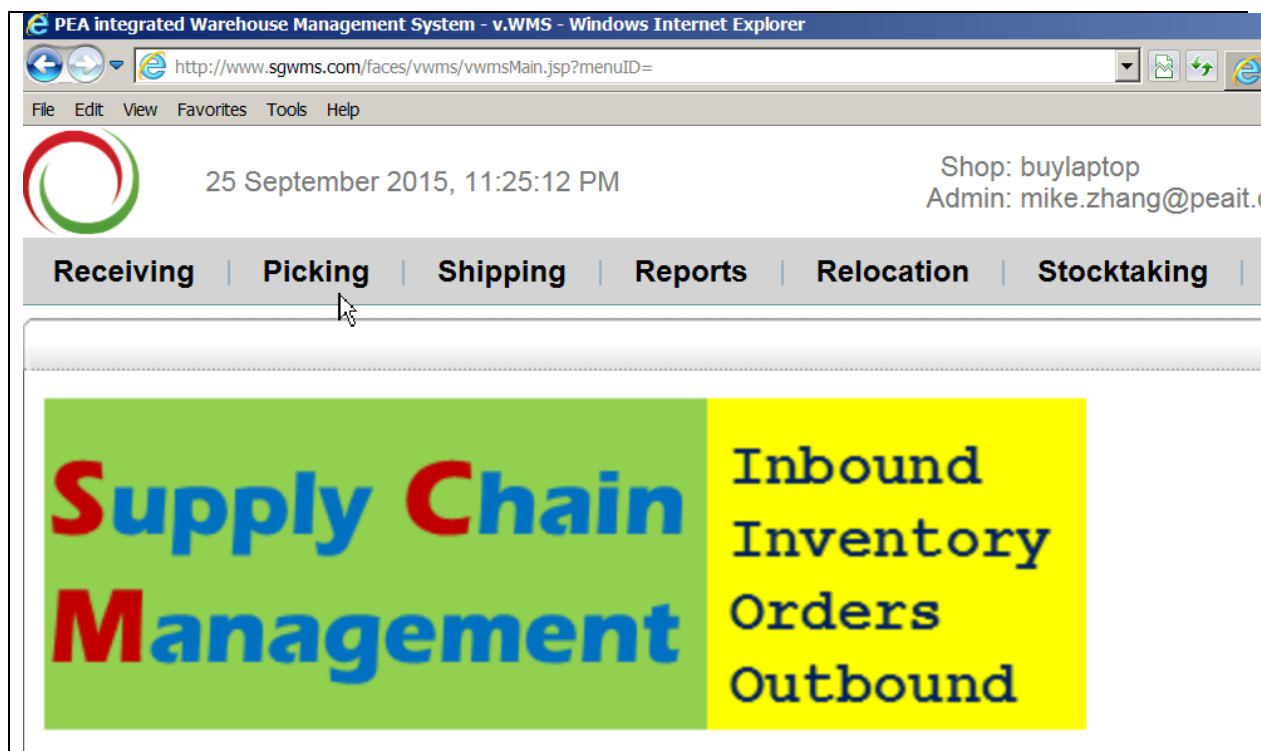
Yes, it has two **order lines**, the first order line has item **SKU-MACBOOK-17** (which is the SKU code of the Shopify product Macbook Laptop!), its order quantity is **10** (which is exactly what I had ordered in buylaptop.myshopify.com site just now), its second order line has item **SKU-DELL-M6500** (which is the SKU code of the Shopify product Dell Laptop!), its order quantity is **5** (which is exactly what I had ordered in buylaptop.myshopify.com site just now).

Ok, now, you have a delivery order created by our Store SCM App Store Management System in its Warehouse Management System. What next? Next step the warehouse operator who is in charge of picking (we call him/her **Picker**) will process this order!.

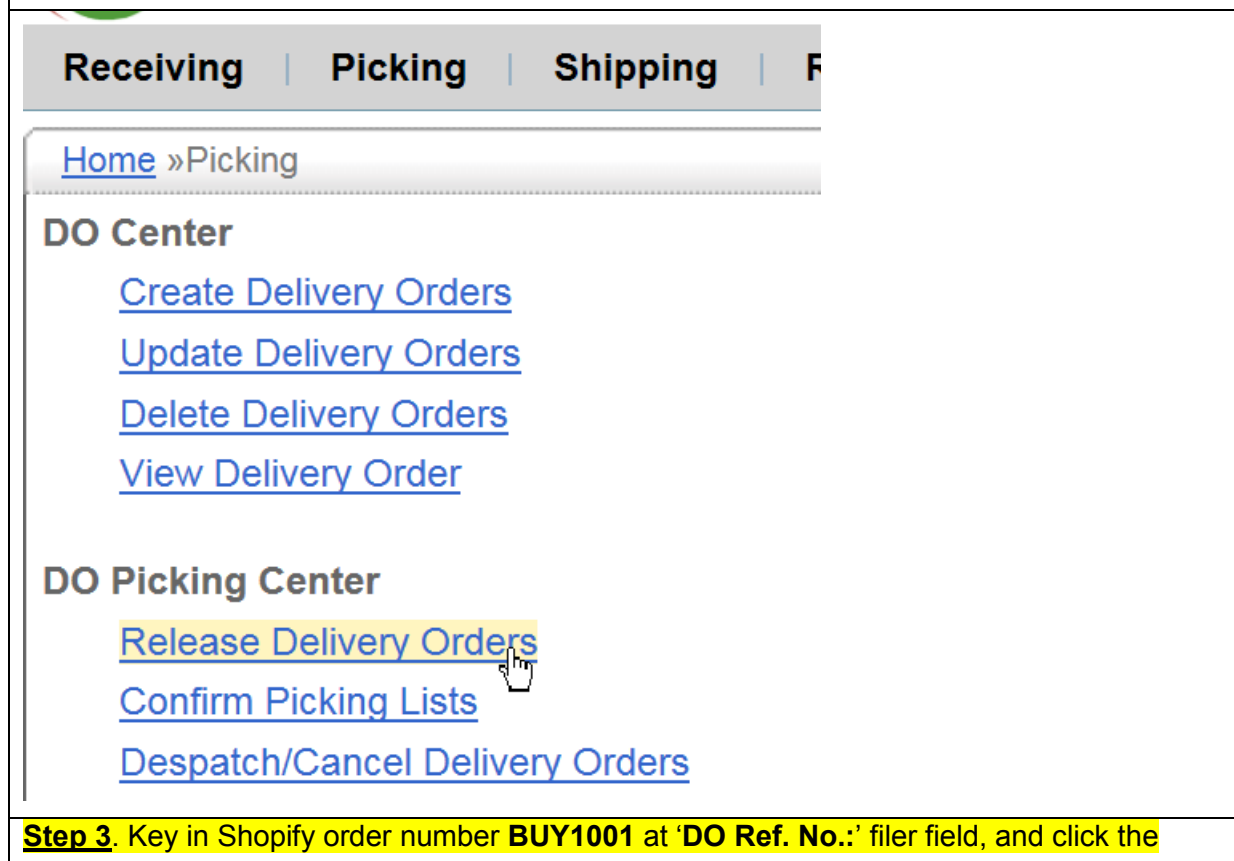
7.4 Warehouse Picker Releases Delivery Order

The first step of processing Delivery Order is to **release** it. **Release** means to instruct the Warehouse System Management “I want to pick stock for this order, please tell me where to find them”. The Warehouse System Management System will search stock based on the order item lines and their quantities and generate a picking list.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Picking** menu.



Step 2. Click **Release Delivery Orders** menu.



Step 3. Key in Shopify order number **BUY1001** at 'DO Ref. No.' filer field, and click the



refresh green button.

Home » Picking » Release Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

DO No.: =

Customer: ?

Order Type: ?

From Order Date: DD/MM/YYYY

From Delivery Date: DD/MM/YYYY

Shipping Dock: ?

Release No.: =

Client: SF240 BUYLAPTOP Client

DO Ref. No.: BUY1001 x =

Shipper: ?

Shipment Type: ?

To Order Date: DD/MM/YYYY

To Delivery Date: DD/MM/YYYY

City: =

Filter: Status =

☐	#	DO Number	DO Reference	Type	Status	Release Status	Release Date/Time	Release User	Last Release No.	Last Pick List	Warehouse	Client	Customer	Ship. Type	Order Date	Delivery Date	Docking Station	City
--------------------------	---	-----------	--------------	------	--------	----------------	-------------------	--------------	------------------	----------------	-----------	--------	----------	------------	------------	---------------	-----------------	------

There is a **Delivery Order**, whose internal order number 'DO No.' is **527** (this is a Store SCM App Warehouse Management System internal order number/ID). And its '**DO Reference**' is **BUY1001** (i.e. the Shopify Order number).

Home » Picking » Release Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

DO No.: =

Customer: ?

Order Type: ?

From Order Date: DD/MM/YYYY

From Delivery Date: DD/MM/YYYY

Shipping Dock: ?

Release No.: =

Client: SF240 BUYLAPTOP Client

DO Ref. No.: BUY1001 x =

Shipper: ?

Shipment Type: ?

To Order Date: DD/MM/YYYY

To Delivery Date: DD/MM/YYYY

City: =

Filter: Status =

☐	#	DO Number	DO Reference	Type	Status	Release Status	Release Date/Time	Release User	Last Release No.	Last Pick List	Warehouse	Client	Customer	Ship. Type	Order Date	Delivery Date	Docking Station	City
☐	1	527	BUY1001	SF	REGISTERED						SF240	SF240	1393466885		25/09/2015 23:00:27		SP-DOCK1	Singapore

Step 4. Click the checkbox to select the delivery order for release.

☐	#	DO Number	DO Reference	Type	Status	Release Status
☒	1	527	BUY1001	SF	REGISTERED	R

Step 4. Click **Release** green button to release the selected delivery order.





You can now click the **Print** button to print out the picking list,

Filter: Status

Lists  **Print**

Warehouse	Client	Customer	S
332 SF240	SF240	1393466885	
1			

Select File Format

☒ PDF ☐ EXCEL ☐ HTML

Print **Cancel**

Do you want to open or save **PL-332-150926-11271625-000046.pdf** from **sgwms.com**?

Open

Save

Cancel

Then you get a PDF format picking list,



Picking List

Page 1/ 1

List No.: 332



Batch No.: 372

1 / 1

Warehouse: SF240
BUYLAPTOP Warehouse
Client: SF240
BUYLAPTOP Client
Customer: 1393466885

DO No.: 527
DO Ref.: BUY1001
Order Type: SF
Shipping Dock: SP-DOCK1
Delivery Date:

Location	Item	Qty	UOM	OWNER	QACODE	LOT	FIFO
		EXPDAT		SH			
SF240-R1-A-1-1	SKU-DELL-M6500 Dell Laptop	5	EACH				

Qualified HU/LM List

(50)

SF240-R1-B-1-1	SKU-MACBOOK-17 Macbook Laptop	10	EACH				
----------------	----------------------------------	----	------	--	--	--	--

Qualified HU/LM List

(100)

If you zoom in the first few columns on the picking list,

Where to pick

Product to pick

QTY to pick

Location	Item	Qty	UOM
		EXPDAT	

SF240-R1-A-1-1	SKU-DELL-M6500 Dell Laptop	5	EACH
----------------	-------------------------------	---	------

Qualified HU/LM List

(50)

SF240-R1-B-1-1	SKU-MACBOOK-17 Macbook Laptop	10	EACH
----------------	----------------------------------	----	------

Qualified HU/LM List

(100)

Warehouse Picker can print out this picking list and go to their indicated locations to pick the right products in the right quantities.



7.5 Picker Picks Products with Picking List

After release the delivery order, the Picker conducts picking based on the instructions on the picking list.



Picking List
Page 1

List No.: 332



Batch No.: 372

1 / 1

Warehouse: SF240
BUYLAPTOP Warehouse

Client: SF240
BUYLAPTOP Client

Customer: 1393466885

DO No.: 527

DO Ref.: BUY1001

Order Type: SF

Shipping Dock: SP-DOCK1

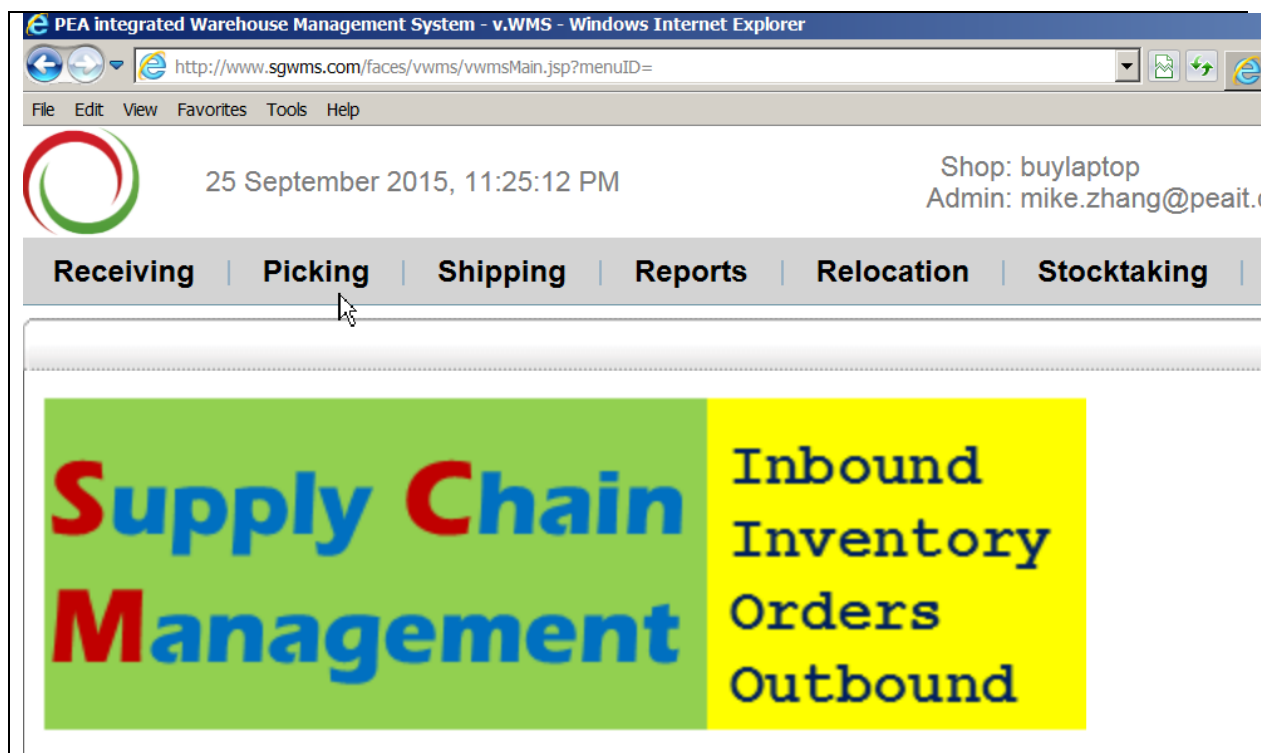
Delivery Date:

Location	Item	Qty EXPDAT	UOM	OWNER SN	QACODE	LQT	FIFO
SF240-R1-A-1-1	SKU-DELL-M8500 Dell Laptop	5	EACH				
Qualified HU/LM List							
(50)							
SF240-R1-B-1-1	SKU-MACBOOK-17 Macbook Laptop	10	EACH				
Qualified HU/LM List							
(100)							

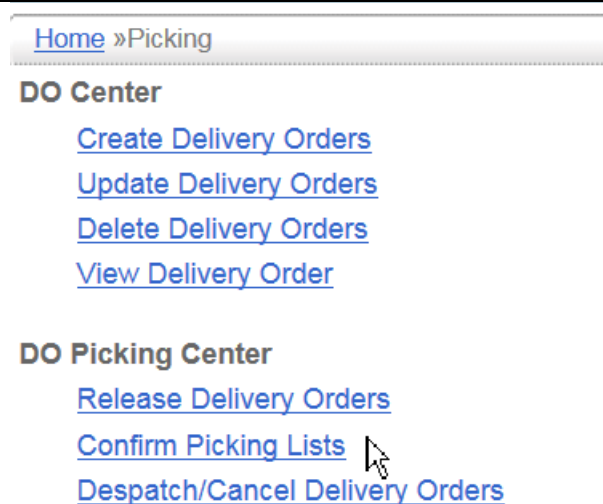
7.6 Picker Confirms the Picking List

After complete picking, the picker can now confirm the picking list in Warehouse Management System,

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Picking** menu.



Step 2. Click **Release Delivery Orders** menu.



Step 3. Key in 'List No.:' filer field, and click the refresh green button.



Home » Picking » Confirm Pick Lists

Warehouse: SF240 BUYLAPTOP Warehouse

List No.: 332 x = [dropdown] [icon]

Region: [dropdown] [icon]

DO No.: [dropdown] [icon]

Customer: [dropdown] [icon]

[Back] [List Line] [Print]

#	List No.	Status	Warehouse	Region	Picking Zone	Client	Release No.
---	----------	--------	-----------	--------	--------------	--------	-------------

You will then get the picking list record

Home » Picking » Confirm Pick Lists

Warehouse: SF240 BUYLAPTOP Warehouse

List No.: 332 x = [dropdown] [icon]

Region: [dropdown] [icon]

DO No.: [dropdown] [icon]

Customer: [dropdown] [icon]

Client: SF240 BUYLAPTOP Client

Release No.: [dropdown] [icon]

Picking Zone: [dropdown] [icon]

DO Ref. No.: [dropdown] [icon]

Filter: Status [dropdown] [icon]

[Back] [List Line] [Print]

#	List No.	Status	Warehouse	Region	Picking Zone	Client	Release No.	DO Number	DO Reference	Customer
1	332	RELEASED	SF240			SF240	372	527	BUY1001	

If you ask how I know the picking list no. is 332, remember the List No. column after you release the delivery order, and you can also find it on your picking list,



List No.: 332



Step 4. Click 'List Line' green button.

[List Line] [Print]

Region	Picking Zone	Client	Re
		SF240	372



You will get all the picking list lines (i.e. picking tasks) belong to the picking list,

Home » Picking » Confirm Pick Lists » Confirm Pick List Lines

Varehouse: SF240 BUYLAPTOP Warehouse
 Line No.: 332
 Picking Bin:

Client: SF240 BUYLAPTOP Client
 Order: 527 BUY1001
 Status:

Bin Type:

[Back](#) [Confirm Line](#) [Confirm HU](#)

#	Line	Status	Location	Pick Type	ID	Client	Item	Request Qty	Confirmed Qty	UOM	DO Number	DO Reference
1	1	REGISTERED	SF240-R1-A-001-001	Stock		SF240	SKU-DELL-M0500	5	0	EACH	527	BUY1001
2	2	REGISTERED	SF240-R1-B-001-001	Stock		SF240	SKU-MACBOOK-17	10	0	EACH	527	BUY1001

Step 5. Click the check box at the top to select all picking list lines.

[Back](#)

☒	#	Line	Status	Location	Pick Type
☒	1	1	REGISTERED	SF240-R1-A-001-001	Stock
☒	2	2	REGISTERED	SF240-R1-B-001-001	Stock

Step 6. Click the **Confirm Line** green button to confirm them.

[Confirm Line](#) [Confirm HU](#)

Pick Type	ID	Client
Stock		SF240
Stock		SF240

It will prompt you to double confirm, just click the **OK** button.

Confirm Confirmation

Click OK to confirm confirm.
Click Cancel to cancel confirm.



The system shows you that the confirmation is successful.

Home » Picking » Confirm Pick Lists » Confirm Pick List Lines

Confirm successful!

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client
 List No.: 332 Order: 527 BUY1001
 Line No.: Status: ?
 Picking Bin: Bin Type: ?

[Back](#) [Confirm Line](#) [Confirm HU](#)

#	Line	Status	Location	Pick Type	ID	Client	Item	Request Qty	Confirmed Qty	UOM	DO Number	DO Reference
1	1	CONFIRMED	SF240-R1-A-001-001	Stock		SF240	SKU-DELL-M6500	5	5	EACH	527	BUY1001
2	2	CONFIRMED	SF240-R1-B-001-001	Stock		SF240	SKU-MACBOOK-17	10	10	EACH	527	BUY1001

1

Note that the **Confirmed Qty** column show the quantities you had confirmed.

Confirmed Qty

5

10

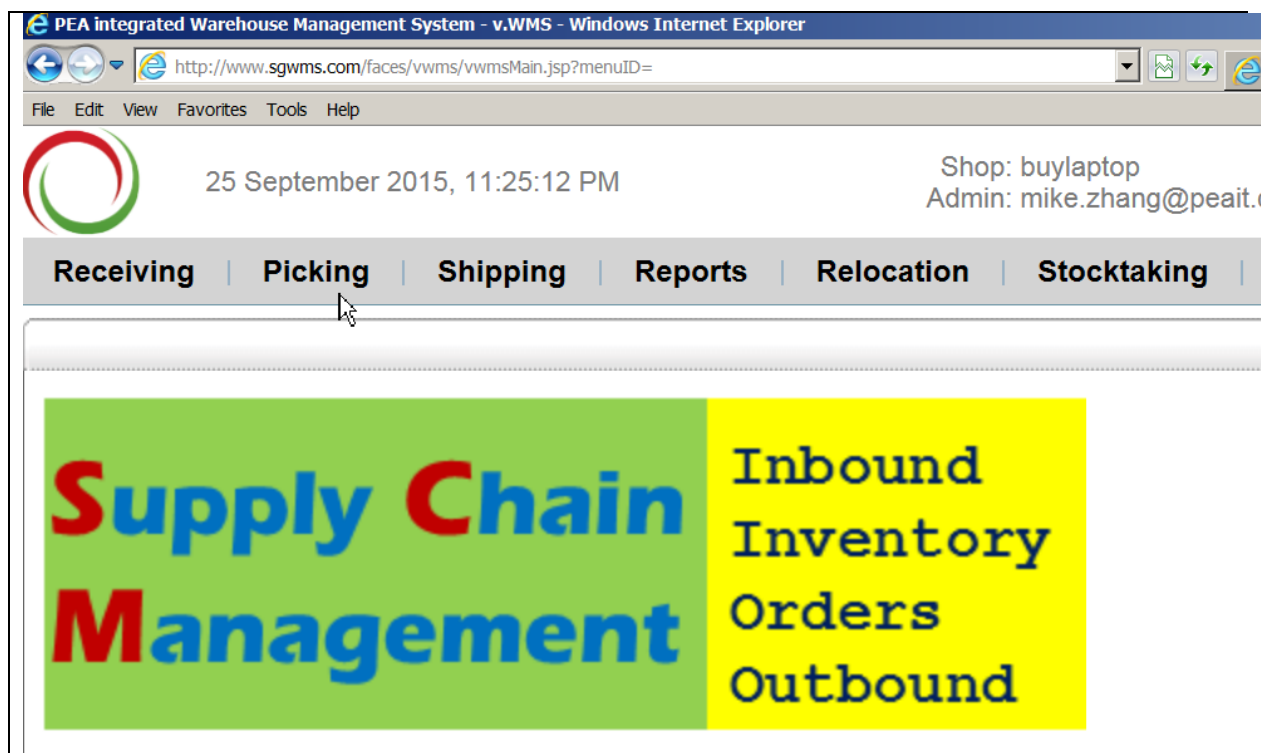
OK, well done, you had successfully confirmed the picking list.

The next step is to move the picked products to the Shipping area, pack them properly and pass them to delivery service company to deliver them to your customer. In the Store SCM App, you use the Dispatch function to indicate that the products for the order had been dispatched from the warehouse and delivered to your customer.

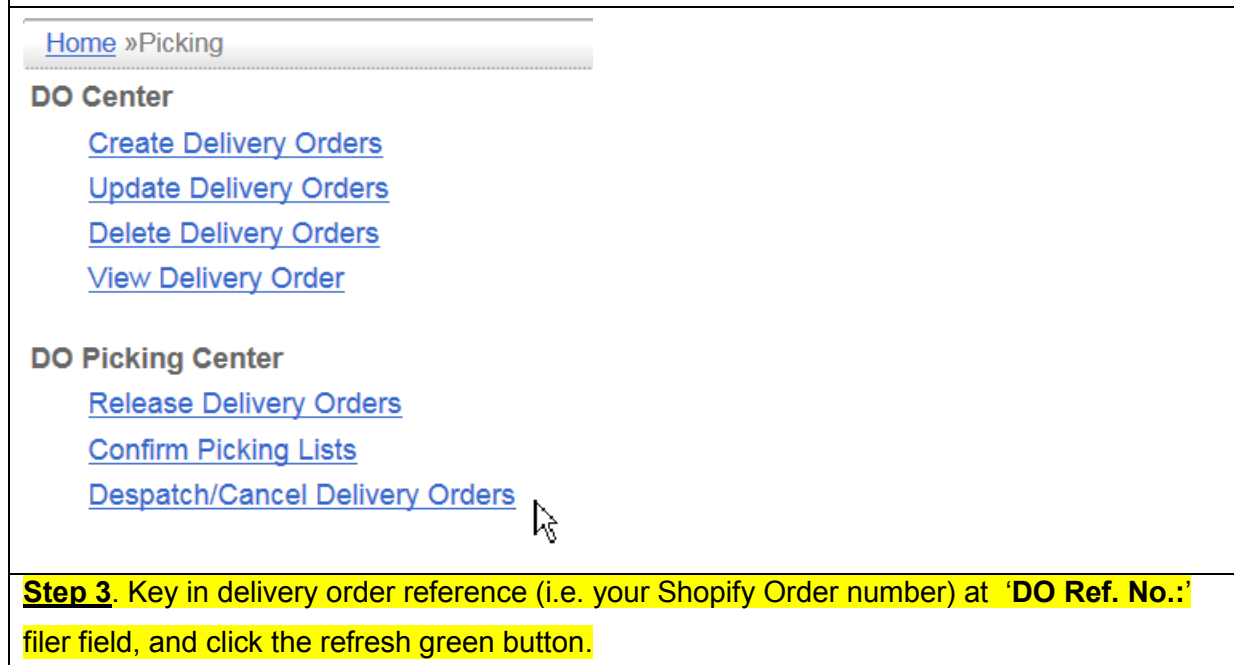
7.7 Dispatch Delivery Order

The following shows you how to dispatch the delivery order when you pass it to the delivery service company and deliver to your Shopify consumer.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Picking** menu.



Step 2. Click **Despatch/Cancel Delivery Orders** menu.





Home » Picking » Despatch/Cancel Delivery Orders

Warehouse: SF240 BUYLAPTOP Warehouse

Client: SF240 BUYLAPTOP Client

DO No.: =

DO Ref. No.: BUY1001

Customer: ?

Shipper: ?

Order Type: ?

Shipment Type: ?

From Order Date: ... DD/MM/YYYY

To Order Date: ... DD/MM/YYYY

From Delivery Date: ... DD/MM/YYYY

To Delivery Date: ... DD/MM/YYYY

Shipping Dock: ?

Release No.: =

Filter: Status =

#	DO Number	DO Reference	Type	Status	Trans. Date	User	Last Release No.	Last Pick List	Warehouse	Client	Customer	Ship. Type	Order Date	Delivery Date	Docking Station
1	527	BUY1001	SF	CONFIRMED	26/09/2015 11:58:36	SF240	372	332	SF240	SF240	1393466885		25/09/2015 23:00:27		SP-DOCK1 Singapore

You will then get the delivery order record

#	DO Number	DO Reference	Type	Status	Trans. Date	User	Last Release No.	Last Pick List	Warehouse	Client	Customer	Ship. Type	Order Date	Delivery Date	Docking Station	City
1	527	BUY1001	SF	CONFIRMED	26/09/2015 11:58:36	SF240	372	332	SF240	SF240	1393466885		25/09/2015 23:00:27		SP-DOCK1	Singapore

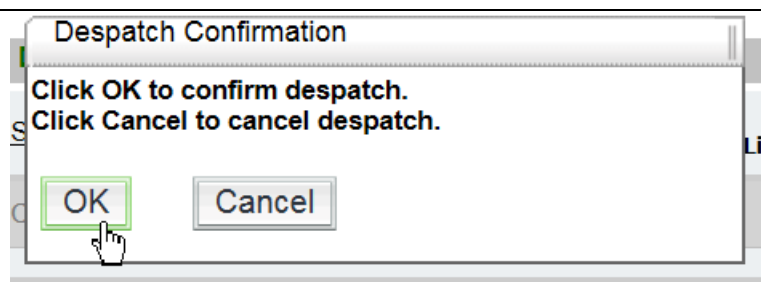
Step 4. Click checkbox select the delivery order.

☐	#	DO Number	DO Reference	Type
☒	1	527	BUY1001	SF

Step 5. Click the **Despatch** green button to dispatch it.

Type	Status	Trans. Date	Us
SF	CONFIRMED	26/09/2015 11:58:36	SF

It will prompt you to double confirm, just click the **OK** button.



The system shows you that the delivery order was successfully dispatched.

Back Despatch Order Lines View Cancel Delivery Note Packing List													
#	DO Number	DO Reference	Type	Status	Trans. Date	User	Last Release No.	Last Pick List	Warehouse	Client	Customer	Ship. Type	Order Date
1	527	BUY1001	SF	DESPATCHED	26/09/2015 12:12:07	SF240	372	332	SF240	SF240	1393466885		25/09/2015 23:00:27
										1			

Step 6. Print out the **Delivery Note** and **Packing List** (this is optional) and pass them to delivery service company when they pick up your products from your warehouse/DC. Click **Delivery Note** green button to print out delivery note; Click **Packing List** green button to print out packing list.

Filter:		Status	
 Delivery Note		 Packing List	
Warehouse	Client	Customer	Ship. Type
SF240	SF240	1393466885	
1			

The following is a Delivery Note sample,



Delivery Note

Page 1 / 1

Shipment No.: 172

Warehouse: SF240
BUYLAPTOP Warehouse

Client: SF240
BUYLAPTOP Client

Customer: 1393466885

DO No.: 527

DO Ref. No.: BUY1001

Shipping Date: 26/09/2015

Order Date: 25/09/2015

Delivery Date:

Ship To:

Mike

92629457

888 Orchard Road

Singapore

SG 650888

Ship From:

Mike

92629457

888 Orchard Road

Singapore

SG 650888

Bill To:

Mike

92629457

888 Orchard Road

Singapore

SG 650888

Line	Item	Batch Lot	QA Code	Qty	UOM	Volume (cm3)	Weight (KG)
1	SKU-MACBOOK-17 Macbook Laptop			10	EACH	0	20
2	SKU-DELL-M6500 Dell Laptop			5	EACH	0	10
Total Volume:		0 m3	Total Weight:	30 KG			

Well done! You have successfully completed processing the delivery order in Store SCM App. Now let us check what happened at the back after you dispatched the Delivery Order from your warehouse/DC.

7.8 Store SCM App Updates Fulfillment Status of Shopify Order

Upon the dispatch of the delivery order from the Store SCM App Warehouse Management System, the Store Management System (one of the systems of Store SCM App) will automatically update the Shopify order status. Let us check it out now.

Login to my buylaptop.myshopify.com administration site to check my order BUY1001 now,



☒ Orders

Export

Create order

All Orders

Open

Unfulfilled

Unpaid

Filter orders

Start typing to search for orders...

	Order	Date	Customer	Payment status	Fulfillment status	Total
	BUY1001	Yesterday, 10:58pm	Mike Zhang	Pending	Fulfilled	\$27,520.00

Yeah! The Shopify order BUY1001 has its **Fulfillment status** updated to **Fulfilled** by our Store SCM App!

Let us also check our products inventory in my Shopify store,

Products

All Products

Filter products ▾

 Start typing to search for products...

☐ ▾	Product ▲	Inventory
☐	 Dell Laptop	45 in stock
☐	 Macbook Laptop	90 in stock

You can see that the Dell laptop quantity is now 45 (originally 50, picked 5 for order BUY1001); the Macbook laptop quantity is now 90 (originally 100, picked 10 for order BUY1001).

Let us also check the stock in our Store SCM App Warehouse Management System now,



Home » Reports » Inventory by Location and Item						
Back Search Again PDF HTML Excel Export Page 1 of 1						
#	Location	Client	Item	Description	Qty	UOM
1	SF240-R1-A-1-1	SF240	SKU-DELL-M6500	Dell Laptop	45	EACH
2	SF240-R1-B-1-1	SF240	SKU-MACBOOK-17	Macbook Laptop	90	EACH
1						

The stock in Store SCM Store is tally with the stock in the Shopify Store!

So now you know how to process your Shopify orders with our Store SCM App. It provides a Warehouse Management System to systematically pick, pack and dispatch your orders, and it will automatically take care of the Shopify order status updates.

In the next chapter, I will switch to another topic, **Receiving** stock to your warehouse/DC. You know after you install our Store SCM App, you should stop manually updating your inventory in your Shopify store, you should do receiving in our Warehouse Management System, and our Store SCM App will automatically help you update your Shopify store product inventory.

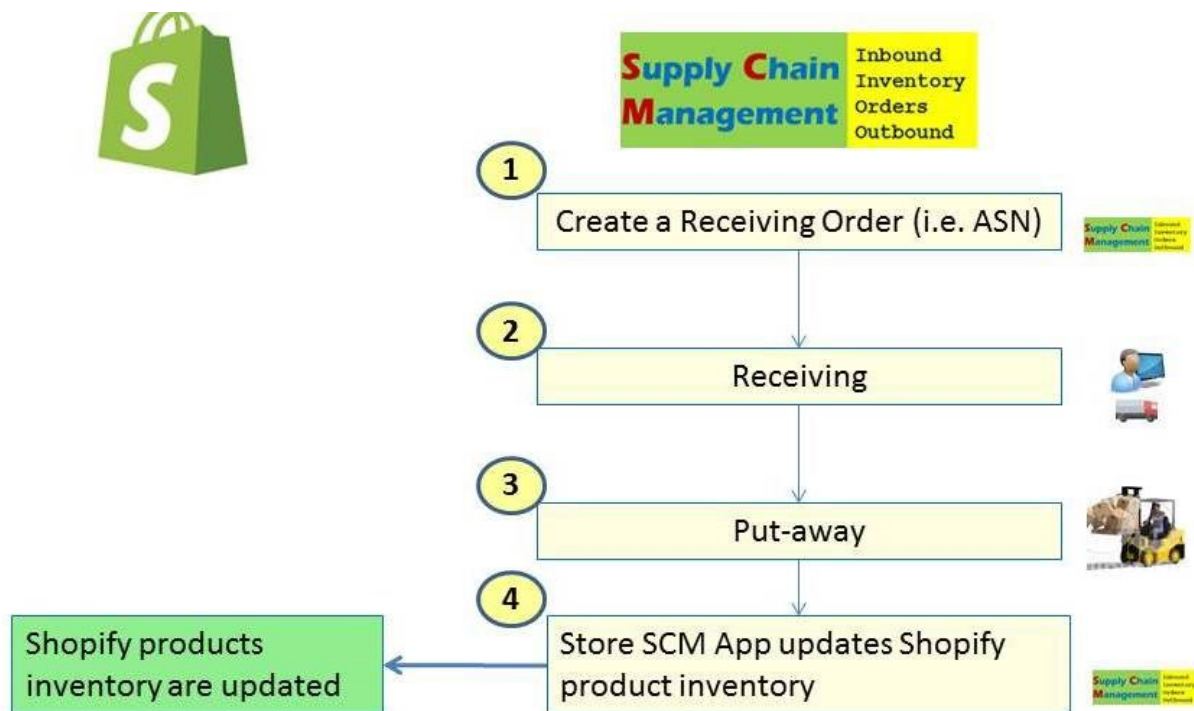


8 Receiving

8.1 Overview

After you install Store SCM App, **you do not manually maintain your products inventory in Shopify store**, instead, you use Store SCM App Warehouse Management System receiving function to receive new product stock to your Warehouse/DC.

The sequence of events in the order of their occurrence is,



1. Create a receiving order (i.e. ASN) in Warehouse Management System.
2. When the products are delivered to the warehouse/DC by suppliers, warehouse operators do the receiving (Quality check, count quantities).
3. Warehouse operators move the products to warehouse storage locations (put-away).
4. After put-away, Store SCM App **automatically updates the Shopify products inventory**.

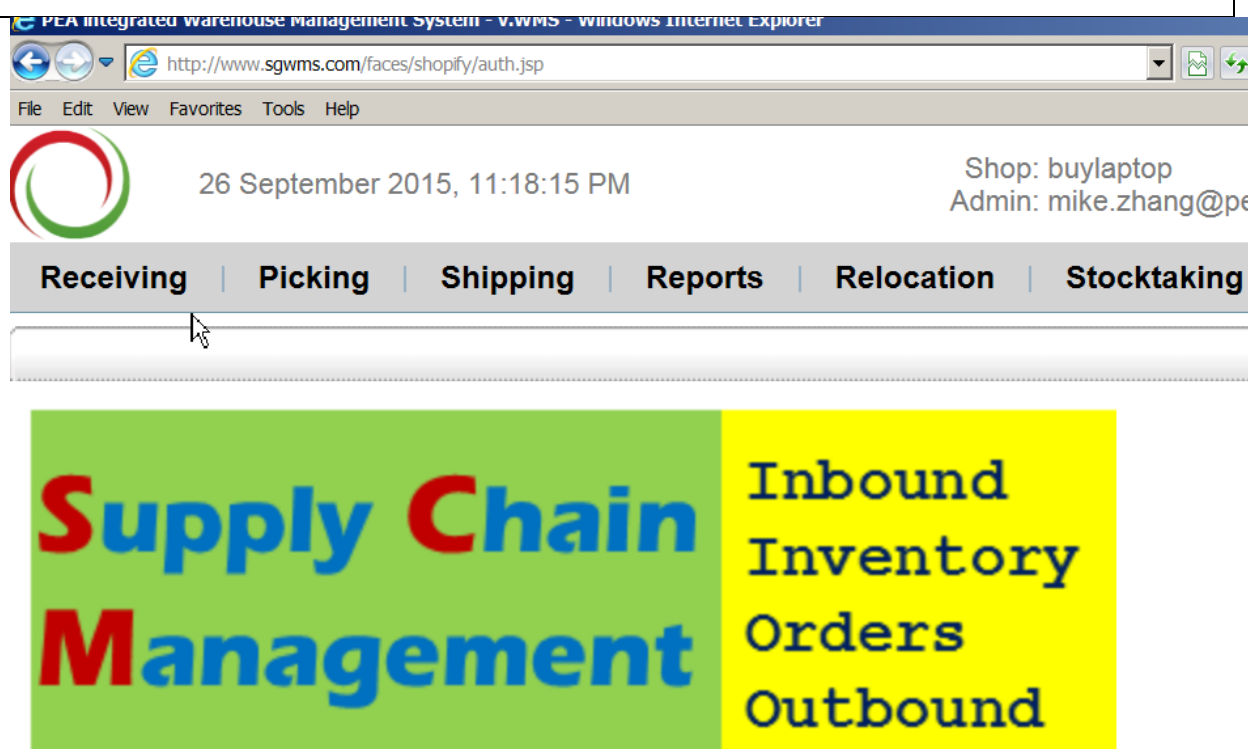
The subsequent sections will illustrate each event in the above mentioned sequence.



8.2 Create Receiving Order

Receiving order (also known as Advanced Shipment Notification, i.e. ASN) is used to specify products and their quantities that are expected to receive from your suppliers to your warehouse/DC. The following are the steps to create a Receiving Order in Store SCM App Warehouse Management System.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Receiving** menu.



Step 2. Click **Create Receiving Orders** menu.



[Home](#) » [Receiving](#)

ASN Center

[Create Receiving Orders](#)

[Update Receiving Orders](#)

[Delete Receiving Orders](#)

[View Receiving Orders](#)

Step 3. Fill in the data and click **OK** button.

[Home](#) » [Receiving](#) » [Add ASN Header](#)

RO No.: 170
Warehouse: SF240 [BUYLAPTOP Warehouse](#)
Client: SF240 [BUYLAPTOP Client](#)
RO Ref. No.:
RMA Order: ☐
Receiving Dock: RC-DOCK1 [Default receiving No. 1](#)

ORDER DATA

SHIPMENT DATA

ADDITIONAL DATA

Supplier: Owner: * Registration Date: DD/MM/YYYY 24HH MM
Receiving Date: DD/MM/YYYY 24HH MM
Exp. Arrival Date: DD/MM/YYYY 24HH MM

Notes:

'**RO Ref.No.**' is the receiving order (RO) external reference number, if this receiving order is created for a Purchase Order (PO) you sent to your supplier, you can use your PO number as the RO Ref..

'**Supplier**' is the products supplier, remember we show you how to setup a Supplier in section 5.4. This field is optional.



After you click OK button, it shows you have successfully create a RO **header**. (yes, it is only an order header, you have not created any order item lines yet).

Booking successful!

RO No.: 170

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

Client: SF240 [BUYLAPTOP Client](#)

RO Ref. No.: x

RMA Order: ☐

Receiving Dock: RC-DOCK1 [Default receiving No. 1](#)

ORDER DATA	SHIPMENT DATA	ADDITIONAL DATA
Supplier:	< Choose Supplier >	
Owner:		
* Registration Date:	26/09/2015 ... DD/MM/YYYY	23 24HH 24 MM
Receiving Date:	... DD/MM/YYYY	24HH MM
Exp. Arrival Date:	... DD/MM/YYYY	24HH MM

Step 4. Click **New Item Line** button to add a new item line to the order.

... DD/MM/YYYY 24HH

Step 5. Fill in the item line data and click **OK**.



[Home](#) » [Receiving](#) » [Add ASN Header](#) » [Add ASN Item Line](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
Client: SF240 [BUYLAPTOP Client](#)
RO No.: 170 ASN150901
Line No.: 1
Line Ref. No.:

ORDER DATA

LINE STOCK ATTRIBUTES

* Item: ?
Scan or select item (i.e. SKU or part number) code

* Order Qty: x EACH

Supplier: ?

* Registration Date: ... DD/MM/YYYY 24HH MM

Notes,
'Item:' is the item code (i.e. Shopify product SKU), this specifies what product you expect to receive with this receiving order.
'Order Qty:' is the quantity you are going to receive.

After click OK, it shows that you have successfully added your first item line to the receiving order.



[Home](#) » [Receiving](#) » [Add ASN Header](#) » [Add ASN Item Line](#)

Booking successful!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 RO No.: 170 ASN150901
 Line No.: 1
 Line Ref. No.:

ORDER DATA	LINE STOCK ATTRIBUTES
* Item:	SKU-DELL-M6500 Dell Laptop ? Scan or select item (i.e. SKU or part number) code
* Order Qty:	100 x EACH
Supplier:	?
* Registration Date:	26/09/2015 ... DD/MM/YYYY 23 24HH 50 MM
OK New Item Line Delete Copy Clear Back	

Step 6. Click **New Item Line** to add the second item line.

Booking successful!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 RO No.: 170 ASN150901
 Line No.: 1
 Line Ref. No.:

ORDER DATA	LINE STOCK ATTRIBUTES
* Item:	SKU-DELL-M6500 Dell Laptop Scan or select item (i.e. SKU or part number) code
* Order Qty:	100 EACH
Supplier:	
* Registration Date:	26/09/2015 ... DD/MM/YYYY 23 24HH 50
OK New Item Line Delete Copy	

Step 7. Fill in the item line data and click **OK**.



[Home](#) » [Receiving](#) » [Add ASN Header](#) » [Add ASN Item Line](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 RO No.: 170 ASN150901
 Line No.: 2
 Line Ref. No.:

ORDER DATA **LINE STOCK ATTRIBUTES**

* Item: ?
 Scan or select item (i.e. SKU or part number) code

* Order Qty: x EACH

Supplier: ?

* Registration Date: ... DD/MM/YYYY 24HH MM

After click OK button, now you have added the second item line to the receiving order, create **Back** button return to previous screen.

[Home](#) » [Receiving](#) » [Add ASN Header](#) » [Add ASN Item Line](#)

Booking successful!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 RO No.: 170 ASN150901
 Line No.: 2
 Line Ref. No.:

ORDER DATA **LINE STOCK ATTRIBUTES**

* Item: ?
 Scan or select item (i.e. SKU or part number) code

* Order Qty: x EACH

Supplier: ?

* Registration Date: ... DD/MM/YYYY 24HH MM

Step 8. Click **Finish** button to indicate that you have completed the registration of the receiving order, and this receiving order can now be used for receiving/acceptance.



[Home](#) » [Receiving](#) » Add ASN Header

RO No.: 170
Warehouse: SF240 [BUYLAPTOP Warehouse](#)
Client: SF240 [BUYLAPTOP Client](#)
RO Ref. No.: x
RMA Order: ☐
Receiving Dock: RC-DOCK1 [Default receiving No. 1](#)

ORDER DATA	SHIPMENT DATA	ADDITIONAL DATA
Supplier:		
Owner:		
* Registration Date:	26/09/2015 ... DD/MM/YYYY	23 24HH 24 MM
Receiving Date:	... DD/MM/YYYY	24HH MM
Exp. Arrival Date:	... DD/MM/YYYY	24HH MM

It prompts you to confirm, just click **OK**,

Message from webpage

Click OK to finish registration.
Click Cancel to continue registration.

MM

MM

The system shows that you have finished registration of the receiving order.



[Home](#) » [Receiving](#) » Add ASN Header

Finish successful!

RO No.: 170
Warehouse: SF240 [BUYLAPTOP Warehouse](#)
Client: SF240 [BUYLAPTOP Client](#)
RO Ref. No.:
RMA Order: ☐
Receiving Dock: RC-DOCK1 [Default receiving No. 1](#)

ORDER DATA

SHIPMENT DATA

ADDITIONAL DATA

Supplier:		<input <="" td="" type="button" value="?"/>
Owner:		<input <="" td="" type="button" value="?"/>
* Registration Date:	26/09/2015 ...	DD/MM/YYYY 23 24HH 24 MM
Receiving Date:	...	DD/MM/YYYY 24HH MM
Exp. Arrival Date:	...	DD/MM/YYYY 24HH MM
Tally Sheet Clear Back		

Step 9. You can now click the **Tally Sheet** button to print out the tally sheet.

ate:		...	DD/MM/YYYY
Date:		...	DD/MM/YYYY
Tally Sheet Clear Back			



Tally Sheet

RO No.: 170
RO Ref.: ASN150901

Warehouse: SF240
BUYLAPTOP Warehouse

Client: SF240
BUYLAPTOP Client

Supplier:

Owner:

Receiving Date:

Remarks:

Tsp. Mode:

Shipment No.:

Carrier:

Consignee:

P/O Contract No.:

Container No.:

Container Size:

Vessel/Truck No.:

Town/Country:

Doc. File No.:

Consol. Shp. No.:

Shipper:

Haulier:

Invoice No.:

Seal No.:

VOY:

Line Ext. Line	Item Description	Qty	UOM	Reg. Date	QA Code
1	SKU-DELL-M6500 Dell Laptop	100	EACH	26/09/2015 23:50:00	
2	SKU-MACBOOK-17 Macbook Laptop	50	EACH	26/09/2015 23:53:00	

Total Number of Records: 2

Tally By:

Date:

Signature:

The tally sheet shows the products/quantities that are supposed to be received from your supplier and it can be used by the warehouse operators to do acceptance/receiving.

Congratulations! You have successfully registered your first receiving order. This is usually done before the supplier delivers the products to your warehouse/DC. Now, when the supplier delivers products to your warehouse/DC, you can start the Store SCM App Warehouse Management System receiving process.



8.3 Receiving (i.e. Acceptance)

When the products are delivered to your warehouse/DC by your supplier, you can run Store SCM App to receive them to the Inventory/Warehouse Management systems. You receive these products against the receiving order you registered in previous section.

Before our receiving, I want to show you the Shopify current inventory and the Store SCM App inventory too.

Products

All Products			
Filter products ▾ Start typing to search for products...			
☐	Product ▴	Inventory	Type
☐	Dell Laptop	45 in stock	Laptop
☐	Macbook Laptop	90 in stock	Laptop

Home » Reports » Inventory by Location and Batch Lot							
Back Search Again		PDF HTML Excel Export					
#	Location ▴	Client ▴	Item ▴	Description	Batch Lot	Qty	UOM
1	SF240-R1-A-1-1	SF240	SKU-DELL-M6500	Dell Laptop		45	EACH
2	SF240-R1-B-1-1	SF240	SKU-MACBOOK-17	Macbook Laptop		90	EACH
1							

There are 45 Dell laptops and 90 Macbook laptops. And their quantities in both Shopify store and Store SCM App are tally. We will come back to check the inventory again after we finish receiving and put-away.

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Receiving** menu.



PEA integrated warehouse Management System - v.wms - windows Internet Explorer

http://www.sgwms.com/faces/shopify/auth.jsp

File Edit View Favorites Tools Help

 26 September 2015, 11:18:15 PM Shop: buylaptop
Admin: mike.zhang@pe

Receiving | Picking | Shipping | Reports | Relocation | Stocktaking

Supply Chain Management

Inbound
Inventory
Orders
Outbound

Step 2. Click **Receiving by Receiving Orders** menu.

[Home](#) » Receiving

ASN Center

- [Create Receiving Orders](#)
- [Update Receiving Orders](#)
- [Delete Receiving Orders](#)
- [View Receiving Orders](#)

Acceptance

- [Reveiving by Receiving Orders](#)
- [Unplanned Receiving of Handling Unit](#)
- [Unplanned Receiving of Loading Medium](#)

Step 3. Fill in the your receiving order reference no. at **RO Ref. No.** field and click the refresh green button.



Home » Receiving » Receiving by Receiving Orders

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client

RO No.: = RO Ref. No.: ASN150901 x =

Filter: Status =

Back Order Lines Close View Tally Sheet Storing Order Report Discrep. Report

#	RO Number	Status	Client	RO Reference	Docking Station	Registration Date	PGR File
---	-----------	--------	--------	--------------	-----------------	-------------------	----------

Then you will get the receiving order (RO) you registered in previous section.

Home » Receiving » Receiving by Receiving Orders

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client

RO No.: = RO Ref. No.: ASN150901 x =

Filter: Status =

Back Order Lines Close View Tally Sheet Storing Order Report Discrep. Report

#	RO Number	Status	Client	RO Reference	Docking Station	Registration Date
1	170	RELEASED	SF240	ASN150901		26/09/2015 23:24:00

Step 4. Click the checkbox of the RO record.

Back Order Lines Close View

☐	#	RO Number	Status	Client
☒	1	170	RELEASED	SF240

Step 5. click Order Lines button.

Home » Receiving » Receiving by Receiving Orders » Receiving by RO Item Lines

Warehouse: SF240 BUYLAPTOP Warehouse Client: RO R

RO No.: 170 Line No.: =

Back Receive HU Receive LM Receive S/N View Tally Sheet

#	Line No.	Status	Item	Order Qty	Received New Qty	UOM	Registration Date
1	1	RELEASED	SKU-DELL-M6500	100	0	EACH	26/09/2015 23:50:00
	2	RELEASED	SKU-MACBOOK-17	50	0	EACH	26/09/2015 23:53:00

Note their **Received New Qty** column has values 0 since you have not received anything yet.

Click the first item line record to select it.



Back Receive HU Receive LM					
#	Line No.	Status	Item	Order Qty	
1	1	RELEASED	SKU-DELL-M6500	100	
2	2	RELEASED	SKU-MACBOOK-17	50	

Step 6. Click **Receive HU** button.



Step 7. Fill in **HU ID:** (the ID to identify the HU object) and **Receiving Qty:**.

[Home](#) » [Receiving](#) » [Receiving by Receiving Orders](#) » [Receiving by RO Item Lines](#) » [Receiving Handling Unit by RO](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 Order: 170 ASN150901
 Line No.: 1
 Item: SKU-DELL-M6500 / [Dell Laptop](#)
 Remaining Order Qty: 100 / EACH

RECEIVING DETAIL
 STOCK ATTRIBUTES DATA

Receiving Dock: RC-DOCK1 [Default receiving No. 1](#)
 HU ID:
 Receiving Qty: x EACH
 * Registration Date: ... DD/MM/YYYY 24HH MM

Step 8. Click **STOCK ATTRIBUTES DATA** tab.



RECEIVING DETAIL

STOCK ATTRIBUTES DATA

Receiving Dock: RC-DOCK1 Default receiving No. 1

IU ID: HU150901

Step 9. Fill in the stock attributes data such as QA code, Lot, FIFO Date, Expiry Date (Except QA Code, the rest are optional).

RECEIVING DETAIL

STOCK ATTRIBUTES DATA

Owner:

* QA Code:

Lot:

FIFO Date: DD/MM/YYYY 24HH MM

Expiry Date: DD/MM/YYYY 24HH MM

Now, you have two options, click **Receive** button to temporary store the received 100 Dell laptops to the Receiving Area (in this case, later you need to do a separate put-away to move the 100 Dell laptops from the temporary receiving area to its proper warehouse location). Or click **Direct Put-away** button to directly move the received 100 Dell laptops to a proper warehouse location.

Let us opt to click the **Receive** button.



RECEIVING DETAIL

ST

Owner:

* QA Code:

Lot:

FIFO Date:

Expiry Date:

Receive

Successfully accepted!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)

Client: SF240 [BUYLAPTOP Client](#)

Order: 170 ASN150901

Line No.: 1

Item: SKU-DELL-M6500 / [Dell Laptop](#)

Remaining Order Qty: 0 / EACH

RECEIVING DETAIL

STOCK ATTRIBUTES DATA

Owner:

* QA Code:

Lot:

FIFO Date:

Expiry Date:

New Receive

HU Labels

Clear

Back

Well done, you have received 100 Dell laptops to the temporary receiving area.

Step 10. Click **HU Labels** to print the HU object label.



T0901

09/2015

...

DD/MM/YYYY

10

24HH

10

...

DD/MM/YYYY

24HH

ew Receive

HU Labels

Clear

Back

Do you want to open or save **HU-0-150927-10271718-000054.pdf** from **sgwms.com**?

Open

Save

Cancel



HU150901

Client:

SF240

Item:

SKU-DELL-M6500

Dell Laptop

QTY:

100 EACH

FIFO:

9/27/15 10:10 AM

You can print it out and put it to the package for the 100 Dell laptops.

Step 11. Click **Back** button return to previous screen.



GOOD ?

LOT0901

27/09/2015 DD/MM/YYYY 10 24HH 10 MM

DD/MM/YYYY 24HH MM

Now the **Received New Qty** column for SKU-DELL-M6500 item shows qty 100 since you just received 100 units to your receiving area!

[Home](#) » [Receiving](#) » [Receiving by Receiving Orders](#) » [Receiving by RO Item Lines](#)

Warehouse: SF240 BUYLAPTOP Warehouse Client: RO Ref. Item:

RO No.: 170

Line No.: =

#	Line No.	Status	Item	Order Qty	Received New Qty	UOM	Registration Date	S/
1	1	RELEASED	SKU-DELL-M6500	100	100	EACH	26/09/2015 23:50:00	
2	2	RELEASED	SKU-MACBOOK-17	50	0	EACH	26/09/2015 23:53:00	
								1

OK, you had just completed the receipt of your first HU object to the temporary receiving area. I would like to share a few important notes,

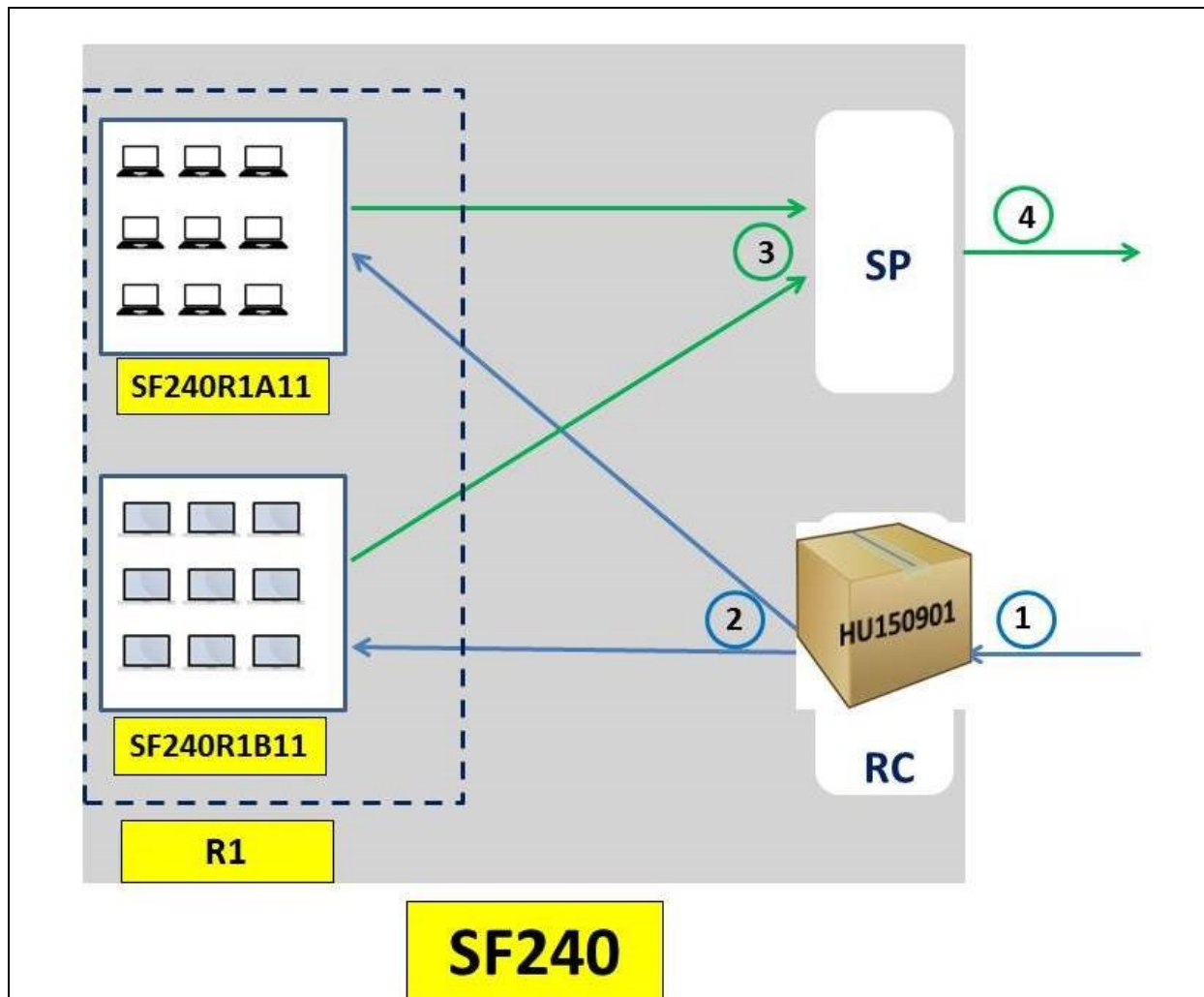
Receiving Qty: this is the quantity of the HU object, HU object can be a carton or any package that the products are stored. If you have only one carton for the 100 Dell laptops, you key in Receiving Qty **100** as follows

HU ID:

Receiving Qty: x EACH

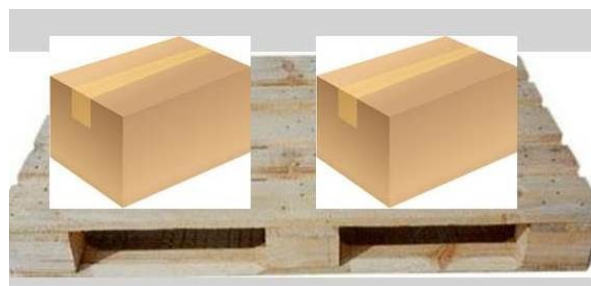
If you have two cartons, 50 units each, you need to receive twice, each time, you key in Receiving Qty 50, and each of them has a HU ID.

So after this receiving, on the Receiving area, you have one HU object, whose item code is SKU-DELL-M6500, and qty is 100.



The next step is to move the HU150901 HU object from Receiving area RC to its storage location SF249R1A11 (put-away), which we will illustrate in next section.

Now, I want to receive the products SKU-MACBOOK-17, this time, instead of receive it as HU object, I will receive it as Loading Medium object, on this LM object, there are one cartons, one carton has qty 25. It will look like,



Let us receive two cartons (i.e. HU object) on one pallet (i.e. LM object). The steps are



almost identical to the steps for the first HU object receiving.

Step 1. Select the second item line.

Home » Receiving » Receiving by Receiving Orders » Receiving by RO Item Lines

Varehouse: SF240 BUYLAPTOP Warehouse
 Order No.: 170
 Line No.: =

Line No.	Status	Item	Order Qty	Received New Qty	UOM	Registration Date
1	RELEASED	SKU-DELL-M6500	100	100	EACH	26/09/2015 23:50:00
2	RELEASED	SKU-MACBOOK-17	50	0	EACH	26/09/2015 23:53:00

1

Step 2. Click Receive LM green button.

Order Qty Re

Step 3. Fill in the receiving data. 1) LM ID (LM Object/pallet ID) 2) HU ID (HU Object/carton ID) 3) Receiving Qty (the quantity of the HU Object/carton on the LM Object).

Home » Receiving » Receiving by Receiving Orders » Receiving by RO Item Lines » Receiving Loading Medium by RC

Warehouse: SF240 BUYLAPTOP Warehouse
 Client: SF240 BUYLAPTOP Client
 Order: 170 ASN150901
 Line No.: 2
 Item: SKU-MACBOOK-17 / Macbook Laptop
 Remaining Order Qty: 50 / EACH

RECEIVING DETAIL LM DATA STOCK ATTRIBUTES DATA

Receiving Dock: RC-DOCK1 Default receiving No. 1

*LM Type: PALLET-A Pallet Type A ?

LM ID: PLT1234510

External ID:

HU ID: HUPLT1234510-1

Receiving Qty: 25 EACH

* Registration Date: 26/09/2015 ... DD/MM/YYYY 23 24HH 53 MM

Step 4. Click the STOCK ATTRIBUTES DATA tab.



STOCK ATTRIBUTES DATA

[ring No. 1](#)

[Type A](#)

Step 5. Fill in the stock attributes data (QA Code, Lot, FIFO, Expiry), and click **Receive** button .

RECEIVING DETAIL
LM DATA
STOCK ATTRIBUTES DATA

Owner:

* QA Code:

Lot:

FIFO Date:

DD/MM/YYYY

24HH

MM

Expiry Date:

DD/MM/YYYY

24HH

MM

Bingo! You had accepted a pallet (i.e. LM object), and on top of it, there is a carton (i.e. HU object), this HU object contains 25 Macbook laptops. This LM object is temporarily stored at the receiving area now.

[Home](#) » [Receiving](#) » [Receiving by Receiving Orders](#) » [Receiving by RO Item Lines](#) » [Receiving Loading Medium by RO](#)

Successfully accepted!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 Order: 170 ASN150901
 Line No.: 2
 Item: SKU-MACBOOK-17 / [Macbook Laptop](#)
 Remaining Order Qty: 0 / EACH

RECEIVING DETAIL
LM DATA
STOCK ATTRIBUTES DATA

Owner:

* QA Code:

[Good condition](#)

Lot:

FIFO Date:

DD/MM/YYYY

24HH

MM

Expiry Date:

DD/MM/YYYY

24HH

MM

Copyright © PEA IT Solutions Pte Ltd, Singapore
Ver.: Shopify Store Supply Chain Management User Guide 1.0.docx

Page 119 / 137



Step 6. You can now click the **LM Labels** and **HU Labels** buttons to print out the LM object label and HU object label.



HUPLT1234510-1

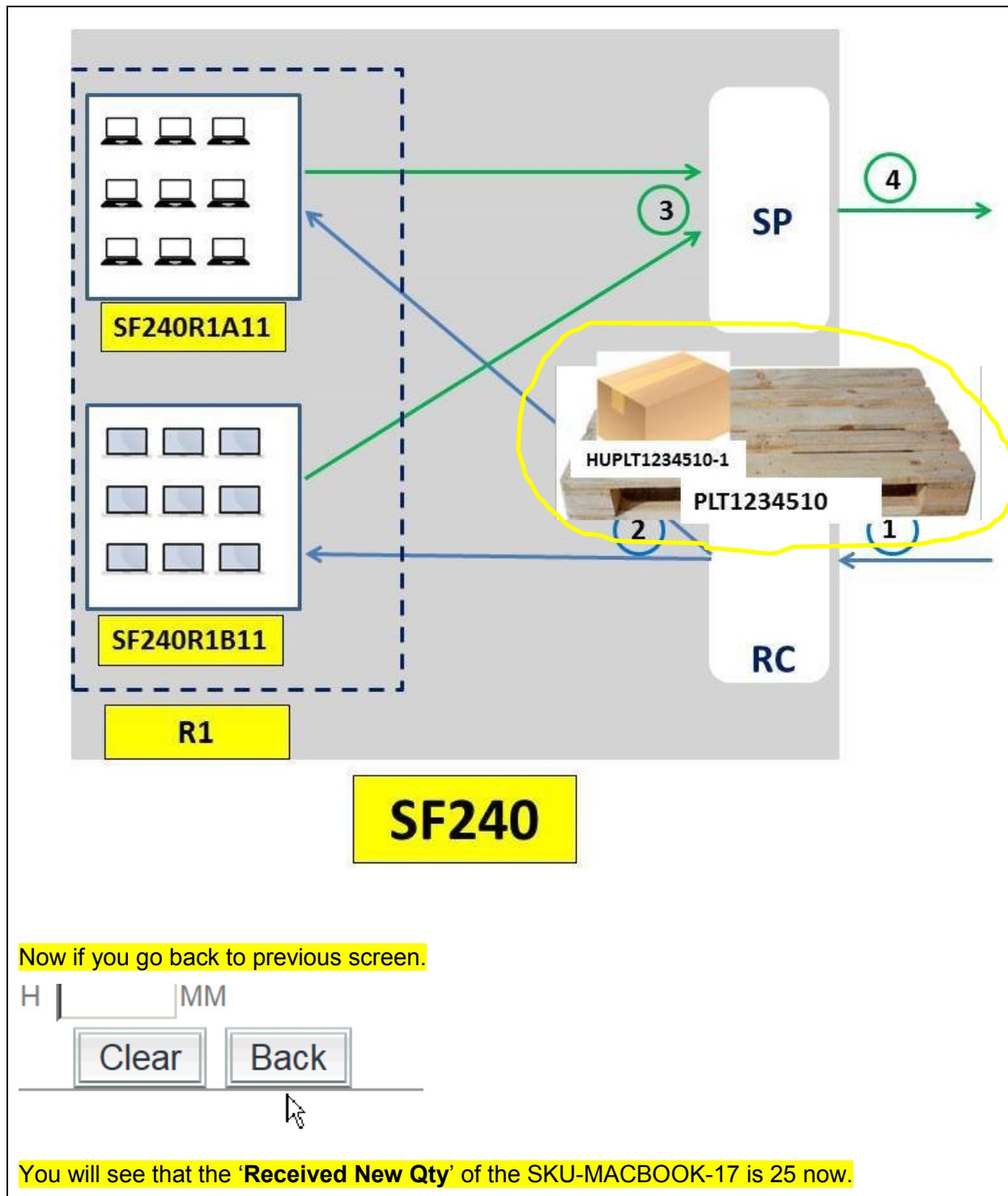
Client: **SF240**

Item: **SKU-MACBOOK-17**
Macbook Laptop

QTY: **50 EACH**

FIFO: **9/27/15 4:05 PM**

Ok now, you have received the first 25 units of Macbook laptops to a pallet.





Home » Receiving » Receiving by Receiving Orders » Receiving by RO Item Lines

Warehouse: SF240 BUYLAPTOP Warehouse
O No.: 170
Line No.: =

Back Receive HU Receive LM Receive S/N View Tally Sheet

Line No.	Status	Item	Order Qty	Received New Qty	UOM	Registration Date
1	RELEASED	SKU-DELL-M6500	100	100	EACH	26/09/2015 23:50:00
2	RELEASED	SKU-MACBOOK-17	50	25	EACH	26/09/2015 23:53:00

Let is continue to receive the second carton (HU object) and put it on the same LM object (pallet) PLT1234510.

Step 6. Click to select the second line again and click **Receive LM** button.

Back Receive HU Receive LM Receive S/N View

#	Line No.	Status	Item	Order Qty	Received New Qty	UOM
1	1	RELEASED	SKU-DELL-M6500	100	100	EACH
2	2	RELEASED	SKU-MACBOOK-17	50	25	EACH

Step 7. Fill in 1) **LM ID** (same as the previous receiving LM ID since you are going to accept the 2nd HU object/carton to the same LM object/pallet) 2) **HU ID** (this is a new HU ID) 3) **Receiving Qty** (25), then click the **STOCK ATTRIBUTES DATA** tab.

Home » Receiving » Receiving by Receiving Orders » Receiving by RO Item Lines » Receiving Loading Medium by

Warehouse: SF240 BUYLAPTOP Warehouse
Client: SF240 BUYLAPTOP Client
Order: 170 ASN150901
Line No.: 2
Item: SKU-MACBOOK-17 / Macbook Laptop
Remaining Order Qty: 25 / EACH

RECEIVING DETAIL LM DATA STOCK ATTRIBUTES DATA

Receiving Dock: RC-DOCK1 Default receiving No. 1

*LM Type: PALLET-A Pallet Type A ?

LM ID: PLT1234510

External ID:

HU ID: HU1234510-2

Receiving Qty: 25 EACH

* Registration Date: 26/09/2015 DD/MM/YYYY 23 24HH 53 MM

Receive Direct Put-away Clear Back



Step 8. Fill in stock attributes (QA Code, Lot, FIFO, Expiry) and click Receive button.

[Home](#) » [Receiving](#) » [Receiving by Receiving Orders](#) » [Receiving by RO Item Lines](#) » [Receiving Loading Medium](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 Order: 170 ASN150901
 Line No.: 2
 Item: SKU-MACBOOK-17 / [Macbook Laptop](#)
 Remaining Order Qty: 25 / EACH

RECEIVING DETAIL	LM DATA	STOCK ATTRIBUTES DATA
Owner:	?	
* QA Code:	GOOD Good condition	?
Lot:	LOT2233 x	
FIFO Date:	27/09/2015 ... DD/MM/YYYY	18 24HH 57 MM
Expiry Date:	... DD/MM/YYYY	24HH MM
Receive Direct Put-away Clear Back		

Great! You had just accepted the 2nd HU object **HU1234510-2** on the pallet/LM Object **LM1234510**, it co-exists with the 1st HU object **HUPLT1234510-1** you received previously.

Successfully accepted!

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
 Client: SF240 [BUYLAPTOP Client](#)
 Order: 170 ASN150901
 Line No.: 2
 Item: SKU-MACBOOK-17 / [Macbook Laptop](#)
 Remaining Order Qty: 0 / EACH

RECEIVING DETAIL	LM DATA	STOCK ATTRIBUTES DATA
Owner:	?	
* QA Code:	GOOD Good condition	?
Lot:	LOT2233 x	
FIFO Date:	27/09/2015 ... DD/MM/YYYY	18 24HH 57 MM
Expiry Date:	... DD/MM/YYYY	24HH MM
New Receive LM Labels HU Labels Clear Back		



Great! You had successfully received the 2nd carton/HU object **HU1234510-2** to the existing LM object/pallet **LM1234510**.

Step 9. Click **HU Labels** to print the label for the 2nd HU object.



HU1234510-2

Client:

SF240

Item:

SKU-MACBOOK-17

Macbook Laptop

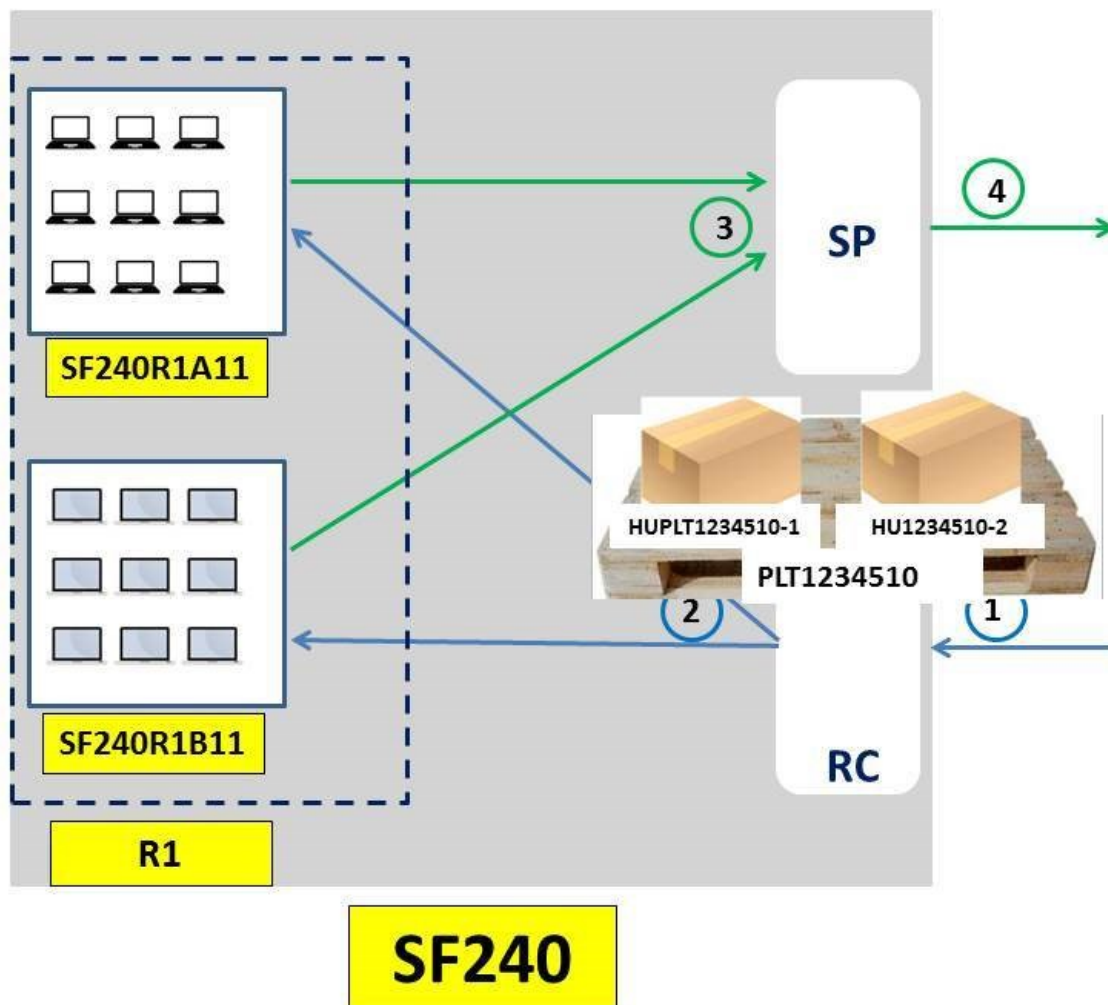
QTY:

25 EACH

FIFO:

9/27/15 6:57 PM

Now, you have finished receiving/acceptance for the second receiving order item line.



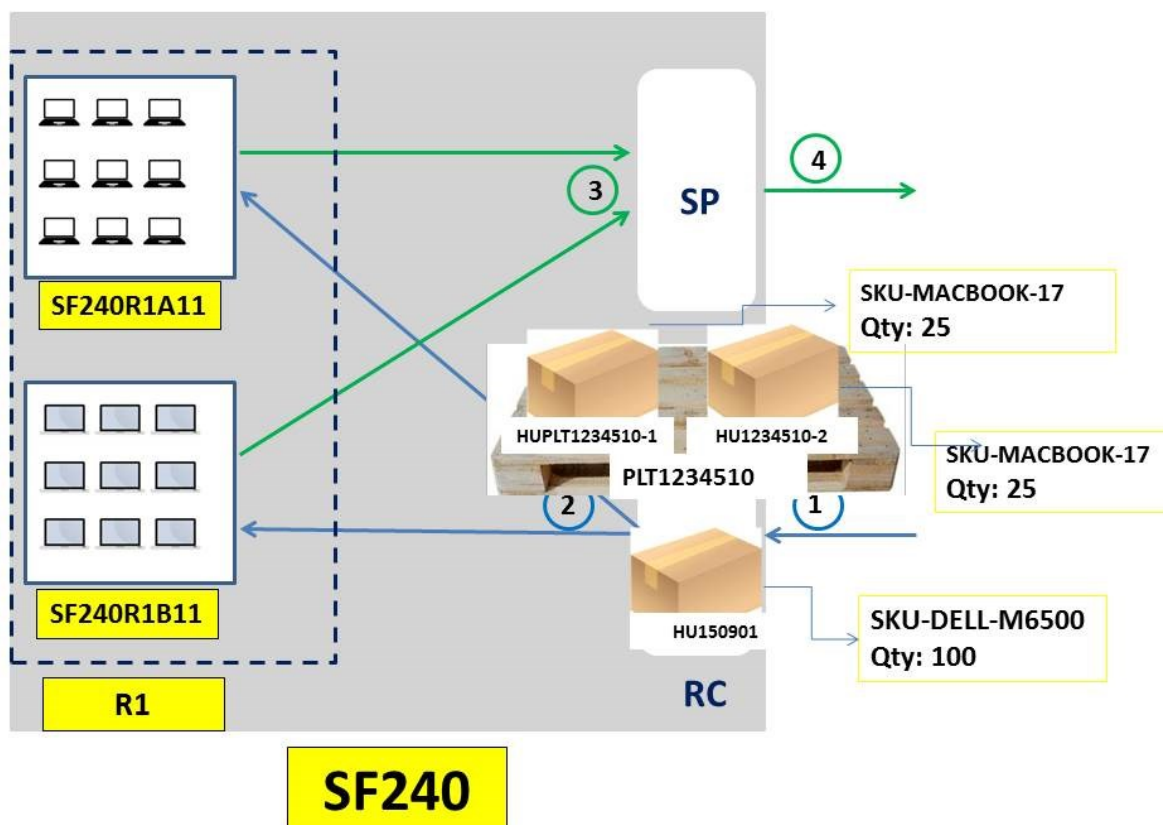
If you go back to previous screen now, you will find that both receiving order item lines are fully received.

Receive HU Receive LM Receive S/N View					
Order Qty	Received New Qty		UOM	Req	
00	100	100	EACH	26/0	
↳-17	50	50	EACH	26/0	





Let us take a look at what we have on the temporary receiving area now,
For this receiving order **ASN150901**, there are two order lines, the first order item line is for Dell laptops, the expected quantity is 100 and we received one carton/HU object. The second order item line is for Macbook laptops, the expected quantity is 50 and we receive two cartons/Handling Unit HU objects, qty 25 each, and this two cartons are on a pallet/Loading Medium LM object.



Now the question is: I cannot store these products in the temporary receiving area forever, the next step is to move them to proper warehouse locations (i.e. put-away), I plan to,

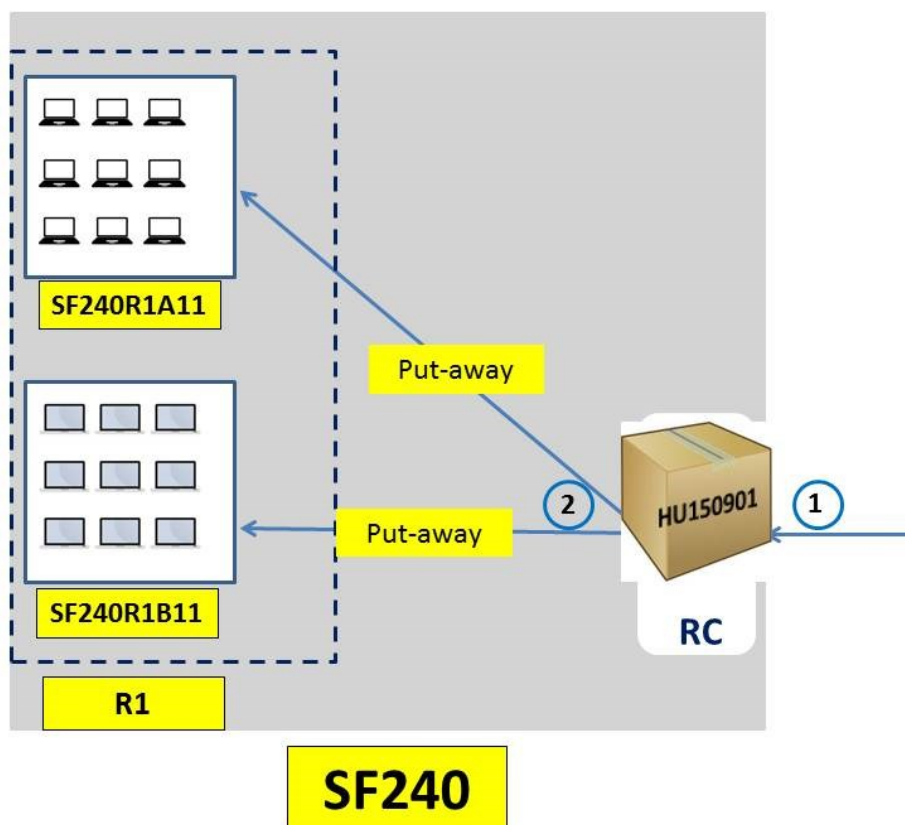
- Put-away first carton **HU150901** to warehouse location **SF240-R1-A-1-1**
- Put-away the whole pallet/LM object to warehouse location **SF240-R1-B-1-1**

We will show you how to do put-away in next section.



8.4 Put-away

Put-away refers to the warehouse activity that move and store the received products to the warehouse locations.



Let us put-away the products we received in section 8.3 to their storage locations.

As I mentioned at the end of the 8.3, we are going to put-away the following two objects from receiving area to storage locations.

HU object or LM object at Receiving area	Destination storage location
HU object HU150901	SF240-R1-A-1-1
LM object LM1234510	SF240-R1-B-1-1

Step 1. Login to Store SCM App (refer to section 3.2 for how to Login if you forget), and click the **Receiving** menu.



PEA integrated Warehouse Management System - v.WMS - Windows Internet Explorer

http://www.sgwwms.com/faces/vwms/vwmsMain.jsp?menuID=

File Edit View Favorites Tools Help

 27 September 2015, 9:15:24 PM Shop: buylaptop Admin: mike.zhang@pea

Receiving | Picking | Shipping | Reports | Relocation | Stocktaking

Supply Chain Management Inbound Inventory Orders Outbound

Step 2. Click Put-Away for Receiving Orders menu.



[Home](#) » [Receiving](#)

ASN Center

[Create Receiving Orders](#)

[Update Receiving Orders](#)

[Delete Receiving Orders](#)

[View Receiving Orders](#)

Acceptance

[Reveiving by Receiving Orders](#)

[Unplanned Receiving of Handling Unit](#)

[Unplanned Receiving of Loading Medium](#)

Put-Away

[Put-Away for Receiving Orders](#)

[Put-Away for Unplanned Receiving](#)

Step 3. Click any green refresh button to retrieve objects you have received against the receiving order.

[Home](#) » [Receiving](#) » Put-away for Receiving Orders

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client

RO No.: =

Receiving Dock: =

D: =

RO Ref. No.: ASN150901 x =

Object Type: =

Filter: FIFO Date =

[Back](#) [Put-away](#) [View](#) [Put-away List](#)

The system will show you the three HU objects you had received, the first carton HU150901 was stored directly on the receiving area; the second and third (HUPLT1234510-1, HU1234510-2) were received to a pallet PLT1234510 and this pallet was stored on receiving rea too.

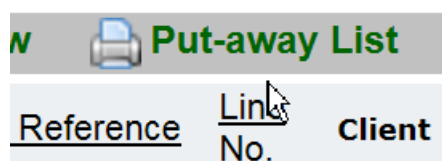


Back Put-away View Put-away List														
☐	#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM	Receiving Dock	QA Code	FIFO
☐	1		HU	HU150901	170	ASN150901	1	SF240	SKU-DELL-M6500	100	EACH	RC-DOCK1	GOOD	27/09/2015 10:10:00
☐	2	PLT1234510	PALLET-A	HU1234510-2	170	ASN150901	2	SF240	SKU-MACBOOK-17	25	EACH	RC-DOCK1	GOOD	27/09/2015 18:57:00
☐	3	PLT1234510	PALLET-A	HUPLT1234510-1	170	ASN150901	2	SF240	SKU-MACBOOK-17	50	EACH	RC-DOCK1	GOOD	27/09/2015 16:05:00
1														

Step 4. Click the checkbox at the top to select all the objects.

Put-away View Put-away List													
☒	#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM	Receiving Dock	QA Code
☒	1		HU	HU150901	170	ASN150901	1	SF240	SKU-DELL-M6500	100	EACH	RC-DOCK1	GOOD
☒	2	PLT1234510	PALLET-A	HU1234510-2	170	ASN150901	2	SF240	SKU-MACBOOK-17	25	EACH	RC-DOCK1	GOOD
☒	3	PLT1234510	PALLET-A	HUPLT1234510-1	170	ASN150901	2	SF240	SKU-MACBOOK-17	50	EACH	RC-DOCK1	GOOD
1													

Step 5. Click Put-away list button.



The system will print out the following Put-away List, you can hand in this list to the operator responsible for Put-away, they will move the cartons/pallets to their locations and note down the desination locations on the same Put-away List.

Put-away List													
Warehouse: SF240				Client: SF240									
Putaway ID	Type	Put-away Destination		Qty	UOM	Description	HU Ord. No.	HU Ord. Ref.	Ord. Line				
HU ID	Item	FIFO											
QA Code													
HU150901	HU												
	SKU-DELL-M6500			100	EACH	Dell Laptop	170	ASN150901	1				
GOOD		27/09/2015 10:10:00											
PLT1234510	PALLET-A												
HUPLT1234510-1	SKU-MACBOOK-17			50	EACH	Macbook Laptop	170	ASN150901	2				
GOOD		27/09/2015 16:05:00											
HU1234510-2	SKU-MACBOOK-17			25	EACH	Macbook Laptop	170	ASN150901	2				
GOOD		27/09/2015 18:57:00											

After physical put-away is done, you can now continue to execute the put-away activities in Store SCM App.

Step 6. Select carton HU150901 only.



[Back](#)
[Put-away](#)
[View](#)
[Put-away List](#)

☐	#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM
☒	1		HU	HU150901	170	ASN150901	1	SF240	SKU-DELL-M6500	100	EACH

Step 7. Click Put-away button.

Step 8. Fill in Planned Location: fields (R1 – region; A – aisle; 1 – Section; 1 – Level), which is the following location in my small DC. And click OK button.

[Home](#) » [Receiving](#) » [Put-away for Receiving Orders](#) » [Put-away](#)

ID: HU150901
type: ITOT
Order: 170 [ASN150901](#) / 1
Receiving Dock: RC-DOCK1

PUT-AWAY DESTINATION

Planned Location: [SF240](#)

R1

A

1

1

Dst. ID:

OK

Search a Location

Clear

Back

After click OK, the system will put-away the carton to the Planned Location, and returns to



previous screen, you will find that the HU object now is gone from the screen (because you had put-away it, it does not exist in the receiving area any more)

Home » Receiving » Put-away for Receiving Orders

Warehouse: SF240 BUYLAPTOP Warehouse Client: SF240 BUYLAPTOP Client

RO No.: RO Ref. No.: ASN150901

Receiving Dock: Object Type:

ID: Filter: FIFO Date

[Back](#) [Put-away](#) [View](#) [Put-away List](#)

☐	#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM	Receiving Dock	QA Code	FIFO
☐	1	PLT1234510	PALLET-A	HU1234510-2	170	ASN150901	2	SF240	SKU-MACBOOK-17	25	EACH	RC-DOCK1	GOOD	27/09/2015 18:57:00
☐	2	PLT1234510	PALLET-A	HUPLT1234510-1	170	ASN150901	2	SF240	SKU-MACBOOK-17	50	EACH	RC-DOCK1	GOOD	27/09/2015 16:05:00

1

Step 9. Select (click its checkbox) the pallet/LM object now. Notice you can click any of the checkbox of the two HU object records, the other one will be automatically selected too, this is because two of them are on the same Pallet/LM object PLT1234510, you put-away them as one unit.

[Back](#) [Put-away](#) [View](#) [Put-away List](#)

☐	#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM	Receiving Dock	QA Code	FIFO
☒	1	PLT1234510	PALLET-A	HU1234510-2	170	ASN150901	2	SF240	SKU-MACBOOK-17	25	EACH	RC-DOCK1	GOOD	27/09/2015 18:57:00
☒	2	PLT1234510	PALLET-A	HUPLT1234510-1	170	ASN150901	2	SF240	SKU-MACBOOK-17	50	EACH	RC-DOCK1	GOOD	27/09/2015 16:05:00

1

Step 10. Click the **Put-away** button.



Step 11. Fill in **Planned Location:** fields (R1 – region; B – aisle; 1 – Section; 1 – Level), which is the following location in my small DC. And click **OK** button.

SF240R1B11



[Home](#) » [Receiving](#) » [Put-away for Receiving Orders](#) » **Put-away**

ID: PLT1234510
type: PALLET-A [Pallet Type A](#)
Order: 170 [ASN150901](#) / 2
Receiving Dock: RC-DOCK1

PUT-AWAY DESTINATION

Planned Location: [SF240](#)
Dst. ID:

After click OK, the system will put-away the pallet to the Planned Location, and returns to previous screen, you will find that the screen does not have any record any more. You had successfully put-away them to their respective locations!

[Home](#) » [Receiving](#) » [Put-away for Receiving Orders](#)

Warehouse: SF240 [BUYLAPTOP Warehouse](#)
RO No.:
Receiving Dock:
ID:

Client: SF240 [BUYLAPTOP Client](#)
RO Ref. No.: [ASN150901](#)
Object Type:
Filter: [FIFO Date](#)

Page 1 of 1

#	LM ID	Type	HU ID	RO Number	RO Reference	Line No.	Client	Item	Qty	UOM	Receiving Dock	QA Code	FIFO	Put-Away
---	-------	------	-------	-----------	--------------	----------	--------	------	-----	-----	----------------	---------	------	----------

8.5 What happen to my Shopify Inventory after Put-away

As I mentioned before, after you put-away your received stock in Store SCM App Warehouse Management system, it will **automatically update the corresponding inventory in your Shopify store**. Let us verify this.

Firstly check the products inventory in Store SCM App first,



Home » Reports » Inventory by Stock Item					
Back Search Again PDF HTML Excel Export Page 1 of 1					
#	Client	Item	Description	Qty	UOM
1	SF240	SKU-DELL-M6500	Dell Laptop	145	EACH
2	SF240	SKU-MACBOOK-17	Macbook Laptop	140	EACH
			1		

For SKU-DELL-6500, previously I had 45, and after I received 100 units, it has 145 in total in Store SCM App Inventory/Warehouse management systems.

For SKU-MACBOOK-17, previously I had 90, and after I received 50 units, it has 140 in total in Store SCM App Inventory/Warehouse management systems.

Let me login to my **buylaptop.myshopify.com** administration site and check my products inventory, yeah! Their inventory is tally with the inventory in the Store SCM App inventory/warehouse management systems!

Products
 Export Import

All Products

Filter products
 Start typing to search for products...

☐	Product	Inventory	Type	Vendor
☐	Dell Laptop	145 in stock	Laptop	buylaptop
☐	Macbook Laptop	140 in stock	Laptop	buylaptop

This shows you: after you install the **Store SCM App**, you **do not** manually update your Shopify products inventory any more, instead, you receive stock via its Warehouse Management System and the Store SCM App will automatically manage your Shopify inventory for you.



9 Summary

9.1 Overview

Let us summarize what changes you need to make after install **Store SCM App**.

Change 1 stop maintaining inventory in Shopify store. Store SCM App will manage for you.

Change 2 process your Shopify online orders in Store SCM App Warehouse Management System.

9.2 Change 1

In previous chapters, I have shown you how to define your warehouse locations, how to receive stock to your warehouse locations and the Store SCM App automatically updates your inventory in your Shopify store.

But there is still one un-answered question,

What should you do when you have a **new Shopify product**?

What you should do is as follows,

Step 1 you define your new product in Shopify store in the same way before, expect that you specify its initial **inventory/quantity 0**.

Products / Add a product

SKU (Stock Keeping Unit)	Barcode (ISBN, UPC, etc.)
Inventory policy	Quantity
Shopify tracks this product's inventory ▾	0
☐ Allow customers to purchase this product when it's out of stock	



When you do define a new Shopify product in Shopify store, what happens is that **Store SCM App** will **automatically be notified and it will create a corresponding item master record** in its Inventory/Warehouse management system.

Step 2 Then when you order the new products from your supplier, you create receiving orders and receive them to your warehouse/DC locations. After you receive your new product inventory to your warehouse/DC locations. Store SCM App **will automatically update your Shopify product inventory, i.e. its quantity will be changed from 0 to the actual stock you had received/put-away to your warehouse/DC.**

Hope you get the picture now.

9.3 Change 2

Whenever your Shopify consumers place orders in your Shopify store, Store SCM App will automatically create Delivery Orders in its Warehouse Management System. And you can make use of the Warehouse Management System to process these orders, it helps you find actual locations of your products (compared before, you need to manually search the whole warehouse/DC to locate your products), this greatly improves your operation efficiency and reduces error rates.

9.4 Roadmap

What we described so far just the start of our Store SCM App. You can actually run it to manage all your distribution centers/warehouses for all channels of your business. For example, if you run the brick and mortar stores and customer places orders in your shops, you can also create Delivery orders in its Warehouse management system and do picking/packing for your shop customer orders. If you are selling your products on any other e-marketplaces (Amazon, Tmall, Lazada, Rakuten etc), please contact us and we can integrate with your other e-marketplaces channels too, just like the way we integrate with Shopify!

If you have stock not related to Shopify at all, you can also create receiving orders and receive them to your warehouse/DC locations, and when you have non-Shopify



customer/sales orders, you can create delivery orders in Store SCM App Warehouse management system to pick them.

In addition, the Warehouse Management System (WMS) of the Store SCM App is a full-fledged WMS, and you can run it to manage your daily warehouse/DC activities such as stocktaking/cycle count. We will also release other more advanced functions such as Shipping, Transportation, Replenishments in future releases. We do not want to overload you at the moment, just familiarize with our system first with these two crucial functions – inventory management and order processing, then in future, we will release more and more advanced functions to you, and without any additional costs!